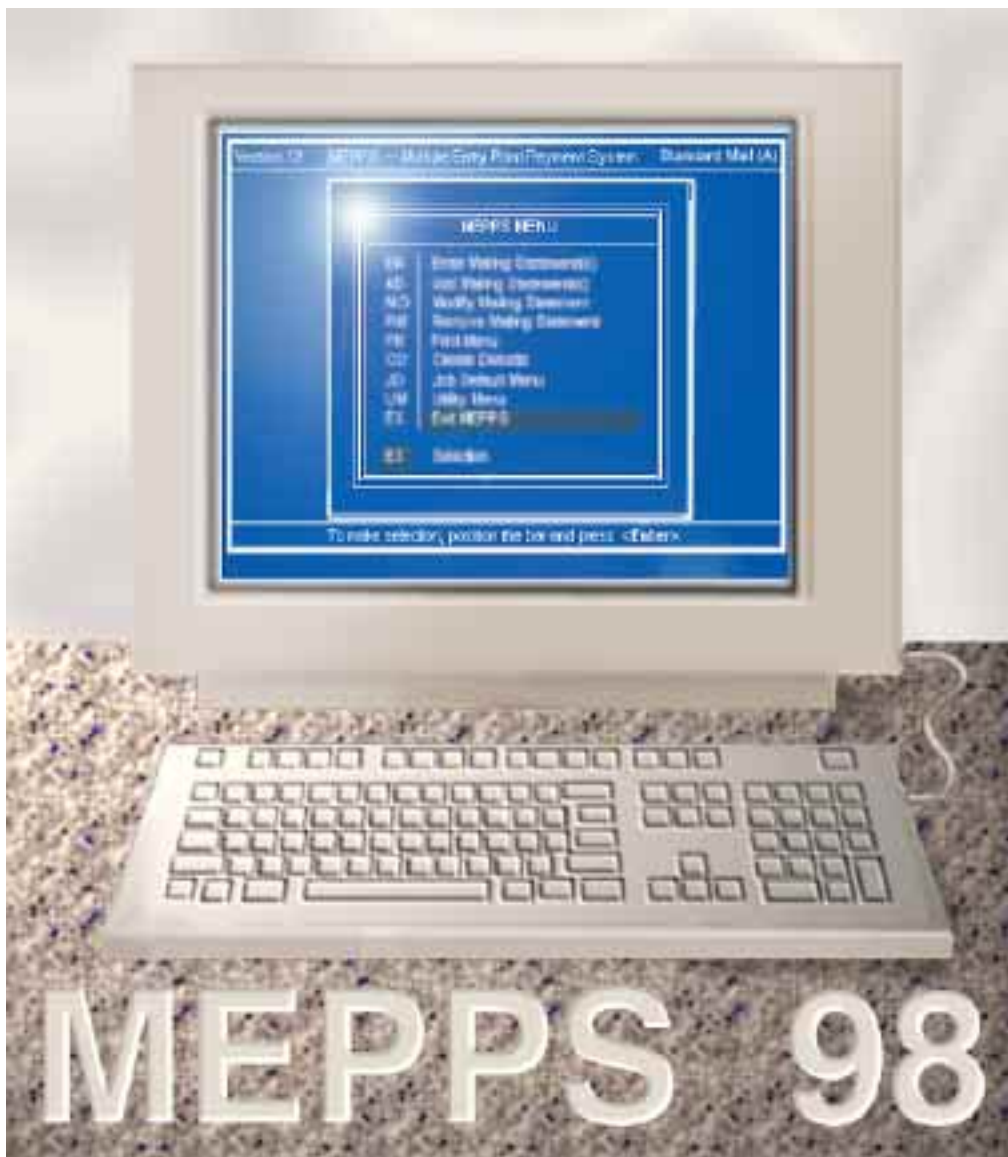


Multiple Entry Point Payment System Standard Mail (A)



MEPPS USPS User Guide

ADDRESS MANAGEMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Introduction

The Multiple Entry Point Payment System (MEPPS) aids the USPS and the mailing industry in the conversion from manual processing of postage statements to an electronic data interchange (EDI) form of processing.

MEPPS is designed to expedite generation of postage statement information from the mailer to the Detached Mail Unit (DMU) and to assist USPS personnel in DMUs performing tasks related to verification. Using MEPPS does not supersede *Domestic Mail Manual* (DMM) requirements, but it provides both the mailer and the USPS with an alternative to hard copy individual postage statements and registers associated with drop shipment.

System Overview

MEPPS is used exclusively by large mailers having DMUs with USPS personnel on site. Mailers can use MEPPS to enter, modify, delete, and print required postage statements (in a format similar to PS Form 3602). When mailers are satisfied with the accuracy of the postage statements, diskettes are created with the contents of those postage statements for each job or mailing cycle entered during a 24-hour period. Mailers can forward the diskettes to USPS personnel in the DMU along with a signed consolidated postage statement.

USPS personnel use MEPPS software to copy information from the diskettes to the personal computer. The MEPPS import function edits diskettes for validity (e.g. valid ZIP Code, accuracy of the postage rates, etc.). USPS personnel print one or more individual postage statements to facilitate verification, and a register is generated that itemizes the information from all postage statements from the diskettes. A history of all importing activity is kept for a specified period of time.

After the mailing has been verified and dispatched, USPS personnel will close out a USPS job number. Once the job number is closed out, the number and all associated information are archived and removed from the active database.

Based upon verification results, USPS personnel can modify and delete individual postage statements and generate a revised consolidated statement. Then a revised register report displaying individual postage statements can be generated. At the close of business, USPS personnel can generate a Daily Activity Report that lists the active USPS job numbers, user activity, modified and closed jobs, and other pertinent information.

Note: *Modification by DMU personnel of the postage statements is highly discouraged. All required modifications to the postage statements should be performed by the mailer.*

Starting MEPPS

Note: Be sure the printer is online and ready for use before starting MEPPS.

To start MEPPS,

1. At the DOS prompt, type **MEPPS**.
2. Press any key to display the MEPPS Menu (see Figure 2.1).
3. Press <Enter>. The Sign On screen appears (see Figure 2.2).

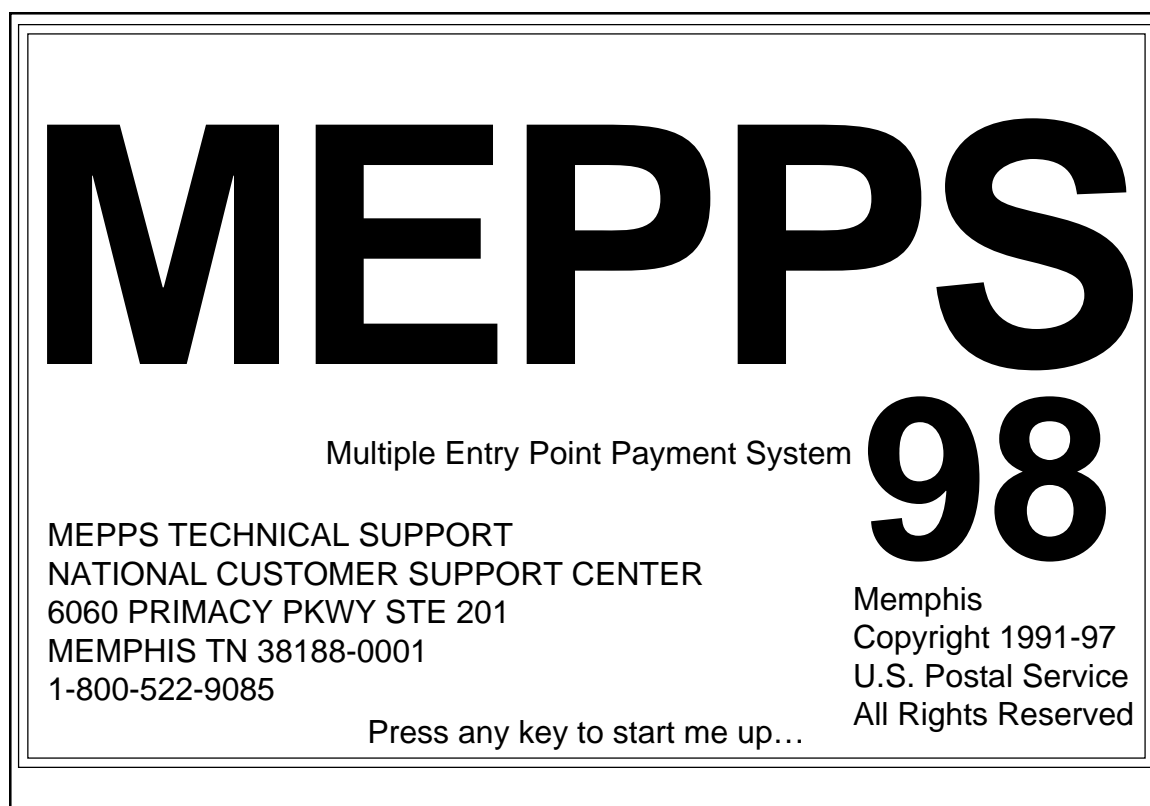


Figure 2.1—The MEPPS Title Screen

Before You Start

1. Be sure that all system components are plugged into the multi-plug power strip.

Note: *The power strip serves as the master switch for all components. Therefore, ensure that all components are plugged into the strip, that each component power switch is left in the **ON** position, and that the power strip is set alongside the computer on the table (not on the floor).*

2. Use the switch on the power strip to turn on the system.

Installation

To install MEPPS,

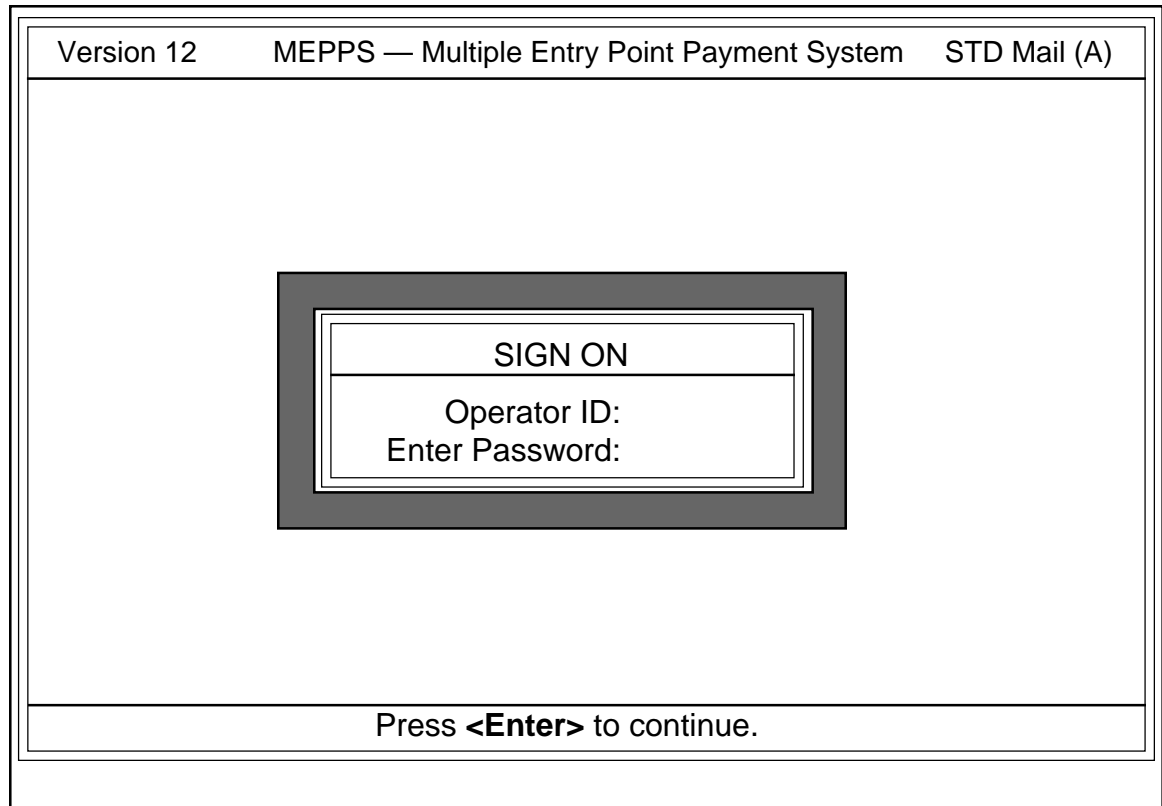
1. Return to the DOS A:> prompt and place the installation diskette into the drive.
2. Type **Install** and press <Enter> to display the installation screens. Follow the prompts.
3. When the following prompt—**Update AUTOEXEC.BAT 'PATH' statement <Y/N>? N**—appears, press <Enter> to accept the default of **N(o)**.
4. Press <Esc> to exit the installation software.

Note: *Be sure to press <Enter> after you have answered each prompt.*

Sign On to the System

1. At the Sign On screen, type your initials in the 3-character Operator ID field (see Figure 2.2).
2. Type your password in the 8-character Enter Password field and press <Enter>.

The MEPPS Menu screen appears. Your system is now ready to use.



Version 12 MEPPS — Multiple Entry Point Payment System STD Mail (A)

SIGN ON

Operator ID:
Enter Password:

Press **<Enter>** to continue.

Figure 2.2—The Sign On Screen

To display the MEPPS Sign On screen, return to the MEPPS Menu screen and press **<Esc>**.

Exiting the System to DOS

To exit the system,

1. Return to the MEPPS Menu.
2. Type **EX** and press **<Enter>**.

Selecting an Option from a Menu

Press the **<Up>** and **<Dn>** arrows to highlight the desired option and press **<Enter>**.

Moving from Screen to Screen

Press **<PgDn>** to move to the next screen.

Note: *If you make an error during entry, a message appears at the bottom of the screen describing the error (if you select the Modify Postage Statement option). You must correct the error before moving to the next page.*

Press **<PgUp>** to move to the previous screen.

Moving from Field to Field

Use the <**Tab**> and <**Shift**> keys to move from field to field on a screen. Press <**Tab**> to move forward. Press <**Shift**> and <**Tab**> simultaneously to move backward.

Printer Information

MEPPS has been developed for use with Epson 9-pin compatible printers (e.g. Epson FX-850) and Epson laser printers configured for FX mode (e.g. Epson EPL7000 and Epson Action Laser II). If you use an Epson FX-850 printer, be sure to move the DIP Switch 3 (Bank 1) to the **ON** position.

Import Postage Statement(s)

USPS personnel can import (or copy) the individual postage statement information from diskettes into the system and begin processing.

To import postage statements from a disk,

1. Return to the MEPPS Menu (see Figure 3.1).
2. Press the <Up> and <Dn> arrows to highlight **IM—Import Postage Statement(s)**, and press <Enter>.

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MEPPS MENU

IM	Import Postage Statement(s)
PR	Print Menu
MO	Modify Postage Statement
RM	Remove Postage Statement
CL	Close Out a USPS Job Number
AR	Daily Activity Report
UM	Utility Menu

IM Selection

To make selection, position the bar and press <Enter>.

Esc:EXIT

Figure 3.1—The MEPPS Menu Screen

The Import Postage Statements screen appears (see Figure 3.2 on the next page).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
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Import Postage Statements
From Which Drive?

A:
B:

To make selection, position the bar and press **<Enter>**.

Esc:EXIT

Figure 3.2—The Import Postage Statements Screen

4. Select the drive from which the postage statements will be imported.
 - a. Use the **<Up>** and **<Dn>** arrows to highlight either **A:** or **B:** drive.
 - b. Press **<Enter>**.

The Import Postage Statements Diskette Prompt screen appears (see Figure 3.3).

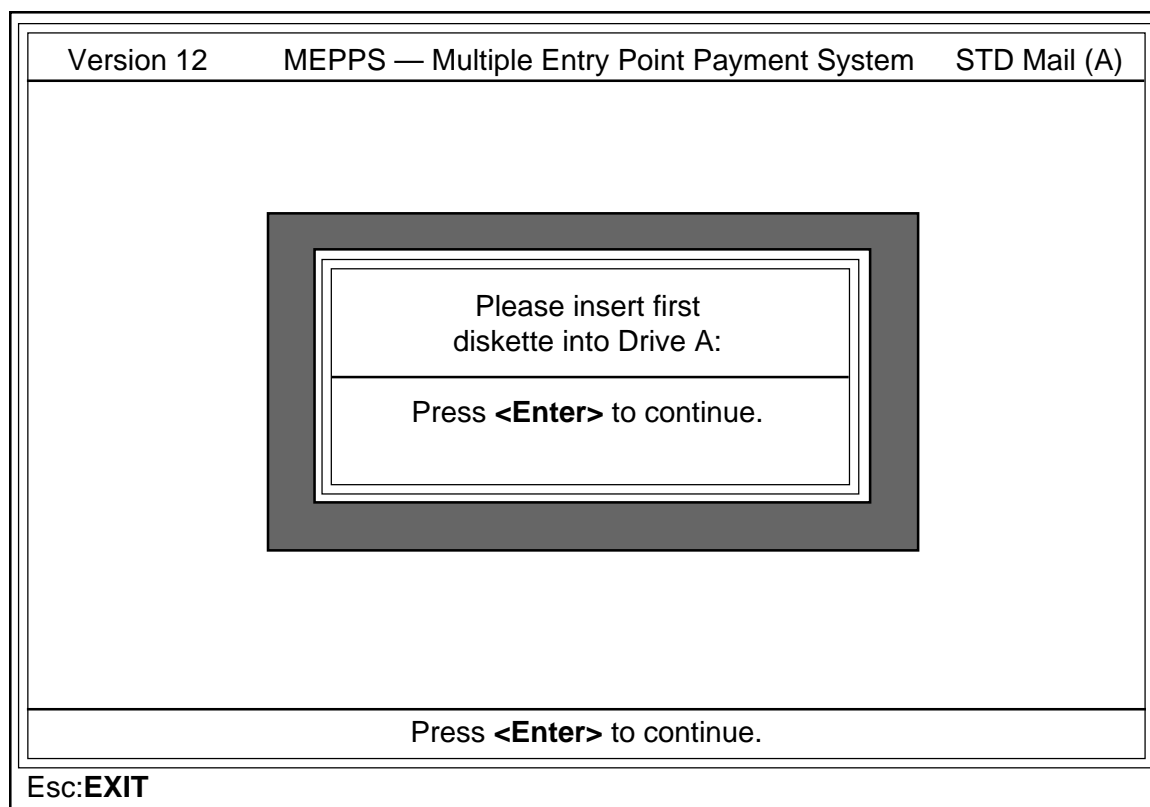


Figure 3.3 —The Import Postage Statements Diskette Prompt Screen

5. Insert the diskette into the specified drive and press **<Enter>**.

The Import Status screen appears (see Figure 3.4 on the next page).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)												
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;">IMPORT STATUS</td> </tr> <tr> <td style="padding: 5px;">USPS Job Number:</td> <td style="padding: 5px;">012796R2</td> </tr> <tr> <td style="padding: 5px;">No. of Jobs Processed:</td> <td style="padding: 5px;">49</td> </tr> <tr> <td style="padding: 5px;">Statements Processed:</td> <td style="padding: 5px;">7</td> </tr> <tr> <td style="padding: 5px;">Errors Encountered:</td> <td style="padding: 5px;">0</td> </tr> <tr> <td style="padding: 5px;">Warnings Encountered:</td> <td style="padding: 5px;">0</td> </tr> </table>			IMPORT STATUS		USPS Job Number:	012796R2	No. of Jobs Processed:	49	Statements Processed:	7	Errors Encountered:	0	Warnings Encountered:	0
IMPORT STATUS														
USPS Job Number:	012796R2													
No. of Jobs Processed:	49													
Statements Processed:	7													
Errors Encountered:	0													
Warnings Encountered:	0													
Import completed. Press <Spacebar> to continue.														
Esc:EXIT														

Figure 3.4— The Import Status Screen

Note: *The Import Status screen displays the USPS job number, number of jobs processed, number of statements processed, number of errors encountered, and number of warnings encountered.*

6. After the Import Status screen is displayed, you are prompted to insert additional diskettes (if necessary).
 - a. Insert the diskette into the appropriate drive (when prompted).
 - b. Press **<Enter>**.

Upon completion of the import, you are prompted to press the **<Spacebar>**.

If errors or warnings occur during the import process, the Import Problem Report is automatically sent to the printer (see Figure 3.5). If an error occurs, the job will not import, and you should return the diskette and error report to the mailer for correction. However, if a warning occurs, the job will import. Send the Import Problem Report to the mailer, who should make the necessary corrections to avoid future errors or warnings.

Multiple Entry Point Payment System Import Problem Report				Date: 10-28-1993 Page: 1
Diskette No.	Filename	Job No.	Seq. No.	Problem Description
1 of 1	12345678.ASC	12345678	00000002	ERROR: 1: Invalid Discount Rate
		12345678	00000002	ERROR: 2: Invalid Discount Rate
		12345678	00000002	ERROR: 3: Invalid Discount Rate
		12345678	00000002	ERROR: 4: Invalid Discount Rate
		12345678	00000002	ERROR: 5: Invalid Discount Rate
		12345678	00000002	ERROR: 6: Invalid Discount Rate
		12345678	00000002	ERROR: 7: Invalid Discount Rate
		12345678	00000002	ERROR: 8: Invalid Discount Rate
		12345678	00000002	ERROR: 9: Invalid Discount Rate
		12345678	00000002	ERROR: 10: Invalid Discount Rate
		12345678	00000002	ERROR: 11: Invalid Discount Rate
		12345678	00000002	ERROR: 12: Invalid Discount Rate
		12345678	00000002	ERROR: 13: Invalid Discount Rate
		12345678	00000002	ERROR: 14: Invalid Discount Rate
	VER8#{ }~.ASC	12345678	00000003	ERROR: 1: Invalid Discount Rate
		12345678	00000003	ERROR: 2: Invalid Discount Rate
		12345678	00000003	ERROR: 3: Invalid Discount Rate
		12345678	00000003	ERROR: 4: Invalid Discount Rate
		12345678	00000003	ERROR: 5: Invalid Discount Rate
		12345678	00000003	ERROR: 6: Invalid Discount Rate
		12345678	00000003	ERROR: 7: Invalid Discount Rate
		12345678	N/A	ERROR: Invalid Job Not Imported
		VER8#{ }~	N/A	ERROR: PO City Required
		VER8#{ }~	N/A	ERROR: PO State Required
		VER8#{ }~	N/A	ERROR: PO CITY, ST OR ZIP Invalid
		VER8#{ }~	N/A	ERROR: Invalid Permit Number
		VER8#{ }~	N/A	ERROR: Permit Name Required
		VER8#{ }~	N/A	ERROR: Permit Address Required
		VER8#{ }~	N/A	ERROR: Permit City Required
		VER8#{ }~	N/A	ERROR: Permit State Required
		VER8#{ }~	N/A	ERROR: WARNING: Permit/City/ST/ZIP Invalid
		VER8#{ }~	N/A	ERROR: Permit Phone Invalid
		VER8#{ }~	N/A	ERROR: Invalid Processing Category
		VER8#{ }~	N/A	ERROR: Invalid Mailing Statements
		VER8#{ }~	N/A	ERROR: Invalid Sequence Number
		VER8#{ }~	00000001	ERROR: Incomplete Job Record
		VER8#{ }~	00000001	ERROR: Invalid Job Not Imported
		VER8#{ }	00000001	ERROR: Incomplete Statement Information

Figure 3.5 —The Import Problem Report

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Field names and descriptions on the Import Problem Report are listed in the following table.

Table 3.6—Import Problem Report Field Names and Descriptions

Field Name	Field Description
Diskette No.	Identifies the number of diskettes that were imported.
Filename	Identifies the job file name.
Job No.	Identifies the job number.
Seq. No.	Identifies the sequence number.
Problem Description	Identifies the type of error. Refer to the following for a list of valid error descriptions.

Figure 3.7 on the facing page lists and describes error types that appear on the Import Problem Report.

MEPPS — Multiple Entry Point Payment System Jobs Processed Summary Report				Date: 01-08-1996 Page: 1
Diskette No.	Filename	Job No.	Status	Remarks Description
1 of 1	121795R1.ASC	121795R1	PASSED	Job Successfully Imported
	85210SYA.ASC	85210SYA	PASSED	Job Successfully Imported
	FDR30000.ASC	FDR30000	PASSED	Job Successfully Imported
	717184.ASC	717184	PASSED	Job Successfully Imported
[4] Job(s) Succesfully Imported, DMU Clerk Retain This Diskette For 7 Days.				

Figure 3.7— The Import Process Summary Report Screen

Figure indicates that all jobs were successfully imported, but Figure 3.8 indicates that no jobs were imported. The postal clerk must return the diskette to the mailer to correct the errors.

MEPPS — Multiple Entry Point Payment System Jobs Processed Summary Report				Date: 01-08-1996 Page: 1
Diskette No.	Filename	Job No.	Status	Remarks Description
1 of 1	121795R1.ASC	121795R1	FAILED	<NOT> Imported, Read Error Report
	85210SYA.ASC	85210SYA	FAILED	<NOT> Imported, Read Error Report
	FDR30000.ASC	FDR30000	FAILED	<NOT> Imported, Read Error Report
	717184.ASC	717184	FAILED	<NOT> Imported, Read Error Report
NO Job Imported, All Job(s) On Diskette [FAILED] Import. Give Mailer The Diskette And The Error Report For Each Job.				

Figure 3.8— The Import Process Summary Report Screen

Table 3.2 on the next page includes descriptions of import error types.

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Table 3.2—Import Problem Report Error Types and Descriptions

Error Type	Description
Addl Pieces Required	Specifying additional postage rate requires specification of additional postage pieces.
Addl Rate/Pieces Present	Additional postage amount cannot be specified when additional postage rate and additional pieces are specified.
Addl Rate Required	Specifying additional postage pieces requires specification of additional rate.
Agent Addr Required	The mailing agent's address was not specified.
Agent Addr Too Long	The mailing agent's Address field must be 40 characters or less.
Agent City Required	The mailing agent's city was not specified.
Agent City/ST/ZIP Invalid	The mailing agent's city, state, or ZIP is invalid.
Agent City Too Long	The mailing agent's City field. Must be 28 characters or less.
Agent Name Required	The mailing agent's name was not specified.
Agent Name Too Long	The mailing agent's Name field. Must be 40 characters or less.
Agent State Required	The mailing agent's state was not specified.
Agent State Too Long	The mailing agent's State field. Must be 2 characters.
Cannot Create Job File	An error occurred while attempting to create the MEPPS job file.
Cannot Update Job	An error occurred while updating the job file.
Discount Pieces Too Large	The number of discount pieces specified for discount [n]. Must be 8 numeric characters or less.
Incomplete Job Record	The end of the job record was detected before all input fields were accounted for.

Table 3.2 continued.

Error Type	Description
Incomplete Statement Information	The end of a job record was detected before all statement information was obtained.
Invalid Additional Amount	The amount specified for additional postage is invalid.
Invalid Additional Pieces	The number of additional postage pieces is invalid.
Invalid Additional Rate	The additional postage rate per piece is invalid.
Invalid CPP	Centralized postage payment is not valid. Valid values include: 0 — no 1 — yes
Invalid Discount Rate	The discount rate for discount [n] is invalid.
Invalid Discount Type	The discount type for discount [n] is invalid. Valid values include: a = 5-Digit Letter Pieces A = 5-Digit Letter Pounds b = 3-Digit Letter Pieces B = 3-Digit Letter Pounds c = Basic Letter Pieces C = Basic Letter Pounds d = 3/5 Flat Pieces D = 3/5 Flat Pounds e = Basic Flat Pieces E = Basic Flat Pounds f = 3/5 Letter Pieces F = 3/5 Letter Pounds g = 3/5 Nonletter Pieces G = 3/5 Nonletter Pounds h = Basic Nonletter Pieces H = Basic Nonletter Pounds i = Saturation Letter Pieces I = Saturation Letter Pounds

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Table 3.2 continued.

Error Type	Description
	<p>j = Saturation Nonletter Pieces</p> <p>J = Saturation Nonletter Pounds</p> <p>k = High Density Letter Pieces</p> <p>K = High Density Letter Pounds</p> <p>l = Basic Automation Letter Pieces</p> <p>L = Basic Automation Letter Pounds</p> <p>m = High Density Nonletter Pieces</p> <p>M = High Density Nonletter Pounds</p> <p>n = Saturation ECR Pieces</p> <p>N = Saturation ECR Pounds</p> <p>o = High Density ECR Pieces</p> <p>O = High Density ECR Pounds</p> <p>p = Basic Flat Pounds</p> <p>P = Basic ECR Pounds</p> <p>q = 3/5 Automation Pieces</p> <p>Q = 3/5 Automation Pounds</p> <p>r = 3/5 Nonautomation Pieces</p> <p>R = 3/5 Nonautomation Pounds</p>
Invalid Drop Ship Location	<p>The drop ship location is invalid. Valid values are:</p> <p>a — Orig. None</p> <p>b — Dest. DDU</p> <p>c — Dest. SCF</p> <p>d — Dest. BMC</p> <p>e — Orig. None & Dest. DDU</p> <p>f — Orig. None and Des. SCF</p> <p>g — Orig. None and Dest. BMC/ASF</p> <p>h — Orig. None with Dest. SCF & DDU</p> <p>i — Orig. None with Dest. BMC/ASF & Dest. DDU ZIP</p> <p>j — Orig. None with BMC/SCF & Dest. SCF</p> <p>k — Orig. None with BMC/SCF, Dest. SCF & Dest. DDU</p> <p>l — Dest. SCF & Dest. DDU</p>

Table 3.2 continued.

Error Type	Description
	m — Dest. BMC/ASF & Dest. DDU n — Dest. BMC/ASF & Dest. SCF & DDU o — Dest. BMC/ASF & Dest. SCF
Invalid Drop Ship ZIP	The drop ship ZIP Code is invalid. Contents are 3- or 5-digit ZIP Code depending on drop ship location.
Invalid Entered At	The Invalid Entered At field is invalid. Valid values include: 0 —no 1 — yes
Invalid Form Type	An invalid form type was given. Valid types include: 1—PS 3602–R 2—PS 3602–N 3—PS 3602–PC (Regular) 4—PS 3602–PC (Nonprofit)
Invalid Job Not Imported	Errors during import resulted in the job not being saved.
Invalid Job Number	An invalid job number was specified. Contents are alphanumeric or one of the following characters: ~ ! @ # \$ % ^ & () _ - ' { }.
Invalid Postage Statements	The number of postage statements. Contents are numeric and must be greater than zero.
Invalid No. of Discount Pieces	The number of discount pieces for discount [n] is invalid.
Invalid No. of Discounts	The number of specifying discount types present is invalid. Must be 1–20, depending on the piece type, piece weight and entry discount type. Currently, a maximum of 14 discount types are used.
Invalid No. of Diskettes Assuming Only 1 Diskette	The number of diskettes must be greater than 0 and less than 100. Contents are numeric.
Invalid No. of Other	The number in the Other field. Contents are numeric and must be 6 characters or less.

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Table 3.2 continued.

Error Type	Description
Invalid No. of Pallets	The number of pallets. Contents are numeric and must be 6 characters or less.
Invalid No. of Pieces	The number of pieces in the mailing. Must be 8 numeric characters or less and must be greater than or equal to 200.
Invalid No. of Sacks	The number of sacks. Contents are numeric and must be 6 characters or less.
Invalid No. of Trays	The number of trays. Contents are numeric and must be 6 characters or less.
Invalid Permit Number	An invalid permit number specified. Permit numbers must be 7 numeric characters or less.
Invalid Piece Weight	The contents must be a fixed decimal number greater than 0 and less than 1.
Invalid Processing Category	The processing category is invalid. Valid values include: <ul style="list-style-type: none"> 1 — Letter 2 — Flats 3 — Irregular Parcels 4 — Outside Parcels 5 — Machinable Parcels
Invalid Sacking	The sacking type is invalid. Valid types include: <ul style="list-style-type: none"> 0 — None 1 — 125 pieces 2 — 15 pounds 3 — Both type 1 and 2
Invalid Sequence Number	The postage statement sequence number. Contents are numeric. Must be 8 characters or less. Must be greater than zero. Multiple statements must be sequential.
Invalid Version	The version of the supported file layout is invalid.
Invalid Weight of Mailing	The specified weight of the mailing is invalid.
Job Already Exists Job Will Not be Imported	A job with this number already exists.

Table 3.2 continued.

Error Type	Description
Job Description Too Long	The job description field is too long. Must be 20 characters or less.
Job Exists, Statement Imported	Imported job already exists and will not be added; however, statement will be imported.
Job Number Too Large	The USPS Job Number field. Must be 8 characters or less.
Mailing Addr Required	The mailer's address was not specified.
Mailing Addr Too Long	The mailer's Address field. Must be 40 characters or less.
Mailing City/ST/ZIP Invalid	The mailer's city, state, or ZIP Code is invalid.
Mailing City Too Long	The mailer's City field. Must be 28 characters or less.
Mailing City Required	The mailer's city was not specified.
Mailing Name Required	The mailer's name was not specified.
Mailing Name Too Long	The mailer's name field. Must be 40 characters or less.
Mailing State Required	The Mailer's state was not specified. Must be 2 characters.
Mailing State Too Long	The Mailer's State field. Must be two characters.
Permit Address Required	The permit holder's address was not specified.
Permit Address Too Long	The permit holder's Address field. Must be 40 characters or less.
Permit City Required	The permit holder's city was not specified.
Permit City, ST, or ZIP Invalid	The permit holder's city, state, or ZIP is invalid.
Permit City Too Long	The permit holder's City field. Must be 28 characters or less.

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Table 3.2 continued.

Error Type	Description
Permit Name Required	The permit holder's name was not specified.
Permit Name Too Long	The permit holder's Name field. Must be 40 characters or less.
Permit Number Too Large	The permit number is too large. Must be 7 characters or less.
Permit Phone Invalid	The permit holder's phone is invalid. Field must contain 10-character numeric data.
Permit State Required	The permit holder's state was not specified.
Permit State Too Long	The permit holder's State field. Must be 2 characters.
PO City Required	The post office of mailing city was not specified.
PO City, ST, or ZIP Invalid	The post office city, state, or ZIP is invalid.
PO City Too Long	The Post Office of Mailing City field. Must be 28 characters or less.
PO State Required	The post office of mailing state was not specified.
PO State Too Long	The Post Office of Mailing field. Must be 2 characters.
Redundant Discount Type	The discount type for discount [n] is redundant. Each discount type for a specific statement must be unique.
Statement Already Exists	The statement specified already exists.
Too Many Discounts Present	Too many discounts are present. No more than 14 discounts may be present.
Weight of Mailing Too Large	The weight of the mailing. Must be 8 digits or less.

Error Type	Definition
Name of Software Required	The name of software creating import diskettes was not given.
No. of Other Too Large	The number in the Other field. Must be 6 numeric characters or less.
No. of Pallets Too Large	The number of pallets. Must be 6 numeric characters or less.
No. of Pieces Too Large	The number of pieces in the mailing. Must be 6 numeric characters or less and must be greater than or equal to 200.
No. of Sacks Too Large	The number of sacks. Must be 6 numeric characters or less.
No. of Trays Too Large	The number of trays. Must be 6 numeric characters or less.
One of Sacks, Trays, Pallets, or Other Required	At least one of the sacks, trays, pallets, or other fields must be non-zero.
Pieces must be ≥ 200 or weight ≥ 50 pounds	Number of pieces in mailing must be greater than or equal to 200 or the weight of mailing must be at least 50 pounds.
CPP mailings are not allowed	Centralized postage payment mailings are not allowed when processing Plant Loaded At or Plant Verified Drop Shipment to mailings.
DMM mailings are not allowed	DMM 144.8 drop shipment to mailings are not allowed when processing Plant Loaded At or Plant Verified Drop Shipment to mailings.
Verified Plant Drop not required	Based on the Drop Shipment Location, a value other than zero was entered in the Plant Verified Drop Shipment field.
Plant Loaded not required	Based on the Drop Shipment Location a value other than zero was entered in the Plant Loaded At field.
Entered At mailings are allowed	Entered At mailings are not allowed when processing Plant Loaded At or Plant Verified Drop Shipment to mailings.

Section 3

Table 3.2 continued.

Error Type	Description
Plant Drop Ship with none only, not allowed	When Plant Verified Drop Shipment with orig. none is selected, a destination entry (i.e., BMC or SCF or DDU) must also be selected.
Destination pieces must be > 0	When multiple entry is selected, the destination entry pieces must be greater than zero.
None pieces must be > 0 and < 49% of total pieces	When multiple entry is selected, the orig. none pieces must be than zero and less than 49% of the total pieces in mailing.
None pieces exceeds 49% of total pieces	When multiple entry is selected, the originating none pieces must not exceed 49% of the total pieces in mailing.
Average NIPW is < = 0 or > = 1 Pound	Average Non-Identical Piece Weight is either less than or equal to zero, or greater than or equal to one pound.
Average NIPW Exceeds Part B Weight Limit	Average non-identical piece weight exceeds the piece weight limit allowable in Part B.
Average NIPW Exceeds Part C Weight Limit	Average non-identical piece weight exceeds the piece weight limit allowable in Part C.
Average NIPW is below Part D Weight Limit	Average non-identical piece weight is below the piece weight limit allowable in Part D.
Discount Type (A...K) Average Lbs. Not Within Part D Weight Limit	Discount type (one of A thru K) average pounds for non-identical pieces is either less than Part D piece weight limit or greater than one pound.
ECR Pieces Must be 200 or 50 lbs.	The enhanced carrier route pieces in a job must be greater than 200 pieces or 50 lbs.
Permit Phone Invalid	The permit holder's phone is invalid. Field must contain 10-character numeric data.
Permit State Required	The permit holder's state was not specified.
Permit State Too Long	The permit holder's State field. Must be 2 characters.

Table 3.2 continued.

Error Type	Description
PO City Required	The post office of mailing city was not specified.
PO City, ST, or ZIP Invalid	The post office City, State, or ZIP Code is invalid.
PO City Too Long	The Post Office of Mailing City field. Must be 28 characters or less.
PO State Required	The post office of mailing state was not specified.
PO State Too Long	The Post Office of Mailing field. Must be 2 characters.
Redundant Discount Type	The discount type for discount [n] is redundant. Each discount type for a specific statement must be unique.
Statement Already Exists	The statement specified already exists.
Too Many Discounts Present	Too many discounts are present. No more than 14 discounts may be present per entry.
Weight of Mailing Too Large	The weight of the mailing. Must be 8 digits or less.
Invalid Multiparts	Multipart must be either B&D or C&D
DDU ZIP Code not within BMC/SCF ZIP Code range	DDU ZIP must fall within BMC/SCF ZIP Code range.
SCF ZIP Code range not within BMC/ZIP Code range	SCF ZIP must fall within BMC ZIP Code range
[part] Invalid Part One Indicator Multipart	The indicator for part one of Multipart must be in either B or C
Invalid No. of Pieces for Part	The number of pieces for the first part of multipart must be > 0 and < 9 digits
Invalid No. of Pieces for Part D	The number of pieces for the second part of multipart must be > 0 and < 9 digits
Invalid Weight of Mailing in Part D	The number of pieces for the second part of multipart must be > 0 and < 13 digits

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Table 3.2 continued.

Error Type	Description
Destination Entry (ies) is Required with NONE Entry	When PVDS with none entry is selected, at least one destination entry must be selected
Invalid Part Two Drop Shipment Location	When Multipart is selected, the drop shipment location indicator for the second part must be a valid drop shipment location indicator.
Invalid Part One in Multipart	The value in the Part One field does not equal the expected value for Part One after multipart calculations
Part B/C Pieces Not Equal Discount Pieces	The pieces for the first part of multipart does not equal the sum of the discount pieces for that part
Part D Pieces Not Equal Discount Pieces	The pieces for the second part of g does not equal the sum of the discount pieces in Part D

Print Menu

The following print statements (or reports) are available:

- Consolidated Postage Statement
- Register of Mailing
- Individual Postage Statement

Each of these statements/reports is discussed in the following sections.

Consolidated Postage Statement

The Consolidated Postage Statement is generated by totaling the information from the individual postage statements for each USPS job number. You can print this statement as many times as necessary while the job is active.

To print a Consolidated Postage Statement,

1. Return to the MEPPS Menu (see Figure 4.1).
2. Highlight **PR—PRINT Menu** with the <Up> and <Dn> arrows, and press <Enter>.

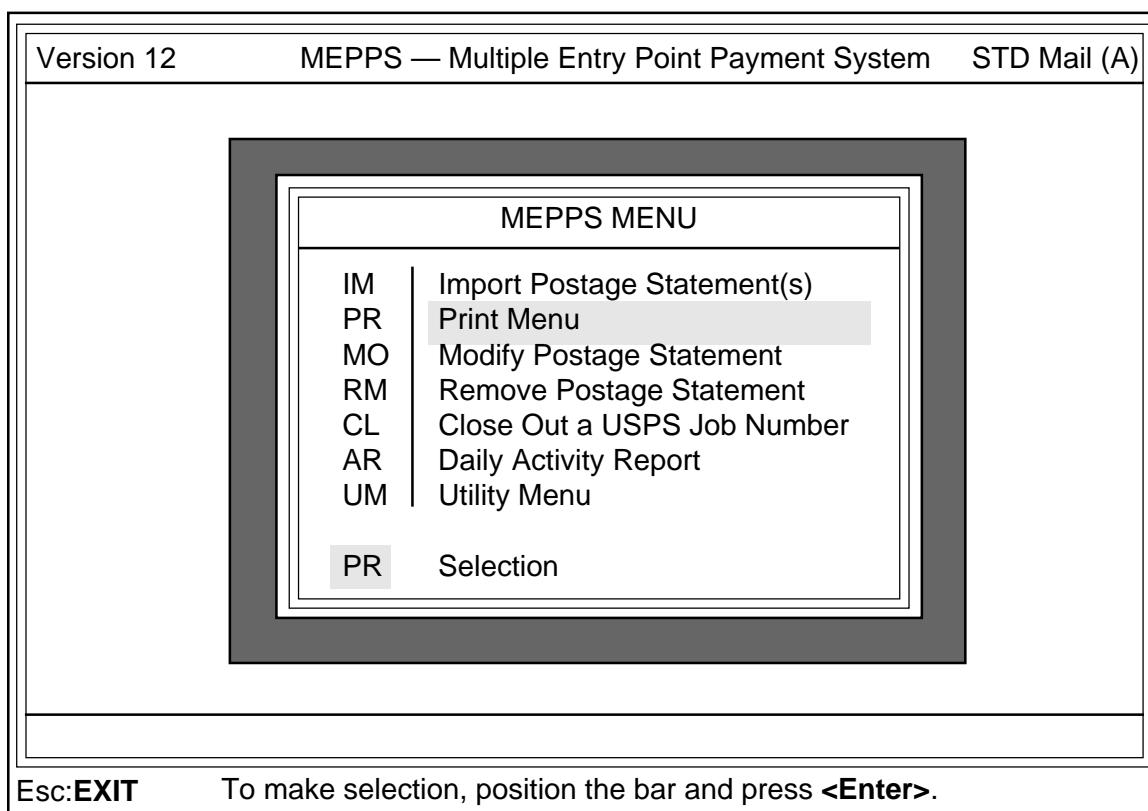


Figure 4.1—The MEPPS Menu Screen

After you press <Enter>, Figure 4.2, The Print Menu Screen, appears (see page 26).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)								
<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">PRINT Menu</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">CS</td> <td style="border-left: 1px solid black; padding-left: 5px;">Consolidated Postage Statement</td> </tr> <tr> <td style="text-align: center;">RG</td> <td style="border-left: 1px solid black; padding-left: 5px;">Register of Mailing</td> </tr> <tr> <td style="text-align: center;">MS</td> <td style="border-left: 1px solid black; padding-left: 5px;">Individual Postage Statement</td> </tr> <tr> <td style="text-align: center;">CS</td> <td style="border-left: 1px solid black; padding-left: 5px;">Selection</td> </tr> </table> </div>			CS	Consolidated Postage Statement	RG	Register of Mailing	MS	Individual Postage Statement	CS	Selection
CS	Consolidated Postage Statement									
RG	Register of Mailing									
MS	Individual Postage Statement									
CS	Selection									
To make selection, position the bar and press <Enter> .										
Esc:EXIT										

Figure 4.2—The PRINT Menu Screen

3. Use the **<Up>** and **<Dn>** arrows to select **CS—Consolidated Postage Statement**, and press **<Enter>**. The Print Consolidated Postage Statement screen appears (see Figure 4.3).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">PRINT CONSOLIDATED POSTAGE STATEMENT</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">USPS Job Number:</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">No. of Copies: 1</div> </div>		
Press <Enter> to continue.		
Esc:EXIT F5:LIST		

Figure 4.3—The Print Consolidated Postage Statement Screen

4. Type the USPS job number and press **<Enter>**.
 - a. If you do not know the USPS job number, press **<F5>** to display a list of all active jobs.
 - b. Use the **<Ip>** and **<Dn>** arrows to highlight an active job, and press **<Enter>**.
The selected job number appears. Press **<Enter>** to continue.

The Print Consolidated Postage Statement screen appears (see Figure 4.4).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)										
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;">CONSOLIDATED PRINTING STATUS</td> </tr> <tr> <td style="padding: 5px;">USPS Job Number:</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">No. of Mailing Sequences:</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">(PVDS) Printing Copy:</td> <td style="text-align: right; padding: 5px;">1 of 2</td> </tr> <tr> <td></td> <td style="text-align: right; padding: 5px;">0%</td> </tr> </table>			CONSOLIDATED PRINTING STATUS		USPS Job Number:	1	No. of Mailing Sequences:	1	(PVDS) Printing Copy:	1 of 2		0%
CONSOLIDATED PRINTING STATUS												
USPS Job Number:	1											
No. of Mailing Sequences:	1											
(PVDS) Printing Copy:	1 of 2											
	0%											
Processing...												
F2:ABORT PRINTING												

Figure 4.4—The Print Consolidated Postage Statement Screen

When printing a Consolidated Postage Statement, the system prompts the user to enter the number of copies of that statement to print. If no value is entered, the system will automatically default to print a single copy of that statement. If a job contains PLA and PVDS statements, two separate copies of the Consolidated Postage Statement will be printed: one for all postage statements flagged as Plant Verified Drop Shipment and one for all postage statements flagged as Plant Loaded At (see Figures 4.5 and 4.6 on the following


PLANT VERIFIED DROP SHIPMENT POSTAGE STATEMENT - STANDARD MAIL (A) (OTHER THAN NONPROFIT RATES) -- PERMIT IMPRINT					
CONSOLIDATED POSTAGE STATEMENT					
Post Office of Mailing	ST	ZIP Code	Statement Date	Time	Permit Number
MEMPHIS	TN	38188	5-12-1997	9:10	32567
USPS Job Number	Job Description	Processing Category	Statements	Start	End
051297T1	MULTICODE TEST	FLATS	1	00000001	00000001
Permit Holder Information		NUMBER OF:		TOTAL IN MAILING	
NCSC - MEPPS TEST JOB		Sacks:	10	Pieces:	13000
6060 PRIMACY PKWY STE 101		Trays:	10	Pounds:	2465.0000
MEMPHIS TN 38188		Pallets:	5		Trays
(402) 339-3848		Other:	5		Trays
Organization Information		Mailing Agent Information			
NCSC - MEPPS TEST MACHINE					
Postage Computation					
				Part A Postage:	855.000
				Part B Postage:	1,010.000
				Part C Postage:	245.527
				Part D Postage:	585.859
Additional Postage Payment					0.000
TOTAL POSTAGE					\$ 2,696.28
<p>For Enclosed Reply Pieces (Automation rates only) (Effective 1/1/97): I certify that all business reply, courtesy reply, or metered reply letter-size cards or envelopes, enclosed in the pieces described above, bear the correct facing identification mark (FIM) and barcode under DMM C810.</p> <p>For ZIP Codes (non-automation rate only): I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.</p> <p>The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer and both the agent and the mailer will be liable for and agree to pay any deficiencies.)</p> <p>The submission of a false, fictitious or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).</p> <p>I hereby certify that all information furnished on this form is accurate and truthful, and that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy and that the material presented qualifies for the rates of postage claimed.</p>					
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred)				Telephone Number	
				Round Stamp (Required)	
<p>I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation (and presort where required); (3) proper completion of the statement of mailing; and (4) payment of the required annual fee.</p> <p>Signature of Postal Employee Date Time AM PM</p>					
Version 12 (P)					

Figure 4.5—The Consolidated Postage Statement (PVDS)

Form 3602-R — Standard Mail (A) Regular Rate — Permit Imprint										
Postage Computation — Bulk Rates										
Entry Discount (if any)	Presort/Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge	Total - Part C (Carry to Front of Form) Discount (if any)	Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge	
Automation-Compatible Letter (DMM C810)					Regular Nonautomation Rates - Pieces Weighing .2068 lb. (3.3087 oz.)					
None	5-Digit Letter	.155 x		pcs. = \$	None	3/5 Letter	.209 x		pcs. = \$	
	3-Digit Letter	.175 x		pcs. = \$		3/5 NonLetter	.225 x		pcs. = \$	
	Basic Letter	.183 x		pcs. = \$		Basic Letter	.256 x		pcs. = \$	
	3/5 Flat	.189 x		pcs. = \$		Basic NonLetter	.306 x		pcs. = \$	
	Basic Flat	.277 x		pcs. = \$						
BMC Entry	5-Digit Letter	.142 x		pcs. = \$	BMC Entry	3/5 Letter	.196 x		pcs. = \$	
	3-Digit Letter	.162 x		pcs. = \$		3/5 NonLetter	.212 x	2,000	pcs. = \$	424.000
	Basic Letter	.170 x		pcs. = \$		Basic Letter	.243 x		pcs. = \$	
	3/5 Flat	.176 x		pcs. = \$		Basic NonLetter	.293 x	2,000	pcs. = \$	586.000
	Basic Flat	.264 x		pcs. = \$						
SCF Entry	5-Digit Letter	.137 x		pcs. = \$	SCF Entry	3/5 Letter	.191 x		pcs. = \$	
	3-Digit Letter	.157x		pcs. = \$		3/5 NonLetter	.207 x		pcs. = \$	
	Basic Letter	.165 x		pcs. = \$		Basic Letter	.238 x		pcs. = \$	
	3/5 Flat	.171 x	5,000	pcs. = \$		Basic NonLetter	.288 x		pcs. = \$	
	Basic Flat	.259 x		pcs. = \$						
Total - Part A (Carry to Front of Form) \$ 855.0000					Total - Part B (Carry to Front of Form) \$ 1,010.0000					
Regular ECR Rates - Pieces Weighing .2066 lb. (3.3062 oz.) or Less					Check One - <input type="checkbox"/> Regular Rate Pieces Weighing More than .2068 lb. (3.3087 oz.) but less than 1.0 lb. (16 oz.) <input type="checkbox"/> Regular Enhanced Carrier Route Rate Pieces Weighing More Than .2066 lb. (3.3062 oz.) but less than 1.0 lb. (16 oz.)					
None	Saturation Letter	.133 x		pcs. = \$	None	Saturation ECR	.000 x		pcs.= \$	
	Saturation NonLetter	.137 x		pcs. = \$		plus	.663 x		lbs. = \$	
	High Density Letter	.142 x		pcs. = \$		High Density ECR	.010 x		pcs = \$	
	Basic Automation Letter	.146 x		pcs. = \$		plus	.663 x		lbs. = \$	
	High Density NonLetter	.147 x		pcs. = \$		Basic ECR	.018 x		pcs.= \$	
	Basic Letter	.150 x		pcs. = \$		plus	.663 x		lbs. = \$	
	Basic NonLetter	.155 x		pcs. = \$		3/5 Automation	.049 x		pcs.= \$	
						plus	.677 x		lbs..= \$	
BMC Entry	Saturation Letter	.120 x		pcs. = \$	BMC Entry	3/5 Nonautomation	.085 x		pcs.= \$	
	Saturation NonLetter	.124 x	1,500	pcs. = \$		plus	.677 x		lbs. = \$	
	High Density Letter	.129 x		pcs. = \$		Basic Automation	.137 x		pcs.= \$	
	Basic Automation Letter	.133 x		pcs. = \$		plus	.677 x		lbs. = \$	
	High Density NonLetter	.134 x		pcs. = \$		Basic Nonautomation	.166 x		pcs.= \$	
	Basic Letter	.137 x		pcs. = \$		plus	.677 x		lbs. = \$	
	Basic NonLetter	.142 x		pcs. = \$						
SCF Entry	Saturation Letter	.115 x		pcs. = \$	SCF Entry	Saturation ECR	.000 x		pcs.= \$	
	Saturation NonLetter	.119 x	500	pcs. = \$		plus	.599 x	2,000	lbs. = \$	332.0000
	High Density Letter	.124 x		pcs. = \$		High Density ECR	.010 x	414.0000	pcs = \$	253.7820
	Basic Automation Letter	.128 x		pcs. = \$		plus	.599 x		lbs. = \$	
	High Density NonLetter	.129 x		pcs. = \$		Basic ECR	.018 x		pcs.= \$	
	Basic Letter	.132 x		pcs. = \$		plus	.599 x		lbs. = \$	
	Basic NonLetter	.137 x		pcs. = \$		3/5 Automation	.049 x		pcs.= \$	
						plus	.613 x		lbs..= \$	
DDU Entry	SCF Saturation Letter	.115 x		pcs. = \$	DDU Entry	3/5 Nonautomation	.085 x		pcs.= \$	
	Saturation Letter	.110 x		pcs. = \$		plus	.613 x		lbs. = \$	
	Saturation NonLetter	.114 x		pcs. = \$		Basic Automation	.137 x		pcs.= \$	
	High Density Letter	.119 x		pcs. = \$		plus	.578 x		lbs. = \$	
	Basic Automation Letter	.123 x		pcs. = \$		High Density ECR	.010 x		pcs = \$	
	High Density NonLetter	.124 x		pcs. = \$		plus	.578 x		lbs. = \$	
	Basic Letter	.127 x		pcs. = \$		Basic ECR	.018 x		pcs.= \$	
	Basic NonLetter	.132 x		pcs. = \$		plus	.578 x		lbs. = \$	
						3/5 Automation	.049 x		pcs.= \$	
						plus	.592 x		lbs..= \$	
Total - Part C (Carry to Front of Form) \$ 245.5000					Total - Part D (Carry to Front of Form) \$ 585.7820					

Figure 4.5—The Consolidated Postage Statement (PVDS) (continued).


PLANT LOADED AT POSTAGE STATEMENT - STANDARD MAIL (A) (OTHER THAN NONPROFIT RATES) -- PERMIT IMPRINT					
CONSOLIDATED POSTAGE STATEMENT					
Post Office of Mailing	ST	ZIP Code	Statement Date	Time	Permit Number
MEMPHIS	TN	38188	5-12-1997	9:10	32567
USPS Job Number	Job Description	Processing Category	Statements Start	End	
05129T1	MULTICODE TEST	FLATS	1	00000001	00000001
Permit Holder Information		NUMBER OF:		TOTAL IN MAILING	
NCSC - MEPPS TEST JOB		Sacks:	10	Pieces:	13000
6060 PRIMACY PKWY STE 101		Trays:	10	Pounds:	2465.0000
MEMPHIS TN 38188		Pallets:	5		Trays
(402) 339-3848		Other:	5		Trays
Organization Information		Mailing Agent Information			
NCSC - MEPPS TEST MACHINE					
Postage Computation					
Part A Postage:				855.000	
Part B Postage:				1,010.000	
Part C Postage:				245.527	
Part D Postage:				585.859	
Additional Postage Payment				0.000	
TOTAL POSTAGE				\$ 2,696.28	
<p>For Enclosed Reply Pieces (Automation rates only) (Effective 1/1/97): I certify that all business reply, courtesy reply, or returned reply letter-size cards or envelopes, enclosed in the pieces described above, bear the correct facing identification mark (FIM) and barcode under DMM C810.</p> <p>For ZIP Codes (Nonautomation rate only): I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.</p> <p>The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer and both the agent and the mailer will be liable for and agree to pay any deficiencies.</p> <p>The submission of a false, fictitious or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).</p> <p>I hereby certify that all information furnished on this form is accurate and truthful, and that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.</p>					
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred)				Telephone Number	
				Round Stamp (Required)	
<p>I CERTIFY that this mailing has been inspected concerning: 1)eligibility for the rate of postage claimed; 2)proper preparation (and presort where required); 3)proper completion of the statement of mailing; and 4)payment of the required annual fee.</p> <p>Signature of Postal Employee Date Time AM PM</p>					
Version 12 (P)					

Figure 4.6—The Consolidated Postage Statement (PLA)

Form 3602R — Standard Mail (A) Regular Rate — Permit Imprint									
Postage Computation — Bulk Rates									
Entry Discount (if any)	Presort/Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge	Discount (if any)	Automation Discounts	Net Rate	Count (Pcs/Lbs)	Charge
Automation-Compatible Letter (DMM C810)					Regular Nonautomation Rates - Pieces Weighing .2068 lb. (3.3087 oz.)				
None	5-Digit Letter	.155 x	pcs. = \$		None	3/5 Letter	.209 x	pcs. = \$	
	3-Digit Letter	.175 x	pcs. = \$			3/5 NonLetter	.225 x	pcs. = \$	
	Basic Letter	.183 x	pcs. = \$			Basic Letter	.256 x	pcs. = \$	
	3/5 Flat	.189 x	pcs. = \$			Basic NonLetter	.306 x	pcs. = \$	
	Basic Flat	.277 x	pcs. = \$						
BMC Entry	5-Digit Letter	.142 x	pcs. = \$		BMC Entry	3/5 Letter	.196 x	pcs. = \$	
	3-Digit Letter	.162 x	pcs. = \$			3/5 NonLetter	.212 x	2,000 pcs. = \$	424.000
	Basic Letter	.170 x	pcs. = \$			Basic Letter	.243 x	pcs. = \$	
	3/5 Flat	.176 x	pcs. = \$			Basic NonLetter	.293 x	2,000 pcs. = \$	586.000
	Basic Flat	.264 x	pcs. = \$						
SCF Entry	5-Digit Letter	.137 x	pcs. = \$		SCF Entry	3/5 Letter	.191 x	pcs. = \$	
	3-Digit Letter	.157x	pcs. = \$			3/5 NonLetter	.207 x	pcs. = \$	
	Basic Letter	.165 x	pcs. = \$			Basic Letter	.238 x	pcs. = \$	
	3/5 Flat	.171 x	5,000 pcs. = \$	855.000		Basic NonLetter	.288 x	pcs. = \$	
	Basic Flat	.259 x	pcs. = \$						
Total - Part A (Carry to Front of Form)				\$ 855.000	Total - Part B (Carry to Front of Form) \$ 1,010.000				
Regular ECR Rates - Pieces Weighing .2066 lb. (3.3062 oz.) or less					Check One - Regular Rate - More than .2068 lb. (3.3087 oz.) But less than 1.0 lb. (16 oz.) Regular Enhanced Carrier Route Rate Pieces Weighing More Than .2066 lb. (3.3062 oz.) but less than 1.0 lb. (16 oz.)				
None	Saturation Letter	.133 x	pcs. = \$		None	Saturation ECR	.000 x	pcs. = \$	
	Saturation NonLetter	.137 x	pcs. = \$			plus	.663 x	lbs. = \$	
	High Density Letter	.142 x	pcs. = \$			High Density ECR	.010 x	pcs. = \$	
	Basic Automation Letter	.146 x	pcs. = \$			plus	.663 x	lbs. = \$	
	High Density NonLetter	.147 x	pcs. = \$			Basic ECR	.018 x	pcs. = \$	
	Basic Letter	.150 x	pcs. = \$			plus	.663 x	lbs. = \$	
	Basic NonLetter	.155 x	pcs. = \$			3/5 Automation	.049 x	pcs. = \$	
						plus	.677 x	lbs. = \$	
BMC Entry	Saturation Letter	.120 x	pcs. = \$			3/5-Nonautomation	.085 x	pcs. = \$	
	Saturation NonLetter	.124 x	1,500 pcs. = \$	186.000		plus	.677 x	lbs. = \$	
	High Density Letter	.129 x	pcs. = \$			Basic Automation	.137 x	pcs. = \$	
	Basic Automation Letter	.133 x	pcs. = \$			plus	.677 x	lbs. = \$	
	High Density NonLetter	.134 x	pcs. = \$			Basic Nonautomation	.166 x	pcs. = \$	
	Basic Letter	.137 x	pcs. = \$			plus	.677 x	lbs. = \$	
	Basic NonLetter	.142 x	pcs. = \$		BMC Entry	Saturation ECR	.000 x	pcs. = \$	
						plus	.599 x	lbs. = \$	
SCF Entry	Saturation Letter	.115 x	pcs. = \$			High Density ECR	.010 x	pcs. = \$	
	Saturation NonLetter	.119 x	500 pcs. = \$	59.500		plus	.599 x	lbs. = \$	
	High Density Letter	.124 x	pcs. = \$			Basic ECR	.018 x	pcs. = \$	
	Basic Automation Letter	.128 x	pcs. = \$			plus	.599 x	lbs. = \$	
	High Density NonLetter	.129 x	pcs. = \$			3/5 Automation	.049 x	pcs. = \$	
	Basic Letter	.132 x	pcs. = \$			plus	.613 x	lbs. = \$	
	Basic NonLetter	.137 x	pcs. = \$			3/5-Nonautomation	.085 x	pcs. = \$	
						plus	.613 x	lbs. = \$	
DDU Entry	SCF Saturation Letter	.115 x	pcs. = \$			Basic Automation	.137 x	2,000 pcs. = \$	332.0000
	Saturation NonLetter	.110 x	pcs. = \$			plus	.613 x	414.0000 lbs. = \$	253.7820
	High Density Letter	.114 x	pcs. = \$			Basic Nonautomation	.166 x	pcs. = \$	
	Basic Automation Letter	.119 x	pcs. = \$			plus	.613 x	lbs. = \$	
	High Density NonLetter	.123 x	pcs. = \$		SCF Entry	Saturation ECR	.000 x	pcs. = \$	
	Basic Letter	.127 x	pcs. = \$			plus	.578 x	lbs. = \$	
	Basic NonLetter	.132 x	pcs. = \$			High Density ECR	.010 x	pcs. = \$	
						plus	.578 x	lbs. = \$	
Total - Part C (Carry to Front of Form) \$ 245.5000						Basic ECR	.018 x	pcs. = \$	
						plus	.578 x	lbs. = \$	
						3/5 Automation	.049 x	pcs. = \$	
						plus	.592 x	lbs. = \$	
						3/5-Nonautomation	.085 x	pcs. = \$	
						plus	.592 x	lbs. = \$	
						Basic Automation	.137 x	pcs. = \$	
						plus	.592 x	lbs. = \$	
						Basic Nonautomation	.166x	pcs. = \$	
						plus	.592 x	lbs. = \$	
					DDU Entry	Saturation W/S	.000 x	pcs. = \$	
						plus	.552x	lbs. = \$	
						High Density ECR	.010 x	pcs. = \$	
						plus	.552 x	lbs. = \$	
						Basic ECR	.018 x	pcs. = \$	
						plus	.552 x	lbs. = \$	
					Total - Part D (Carry to Front of Form) \$ 585.7820				

Figure 4.6—The Consolidated Postage Statement (PLA) (continued).

Section 4

The following table lists the field names and descriptions for the consolidated postage statement.

Table 4.1—Consolidated Postage Statement Field Names and Descriptions

Field Name	Field Description
Post Office of Mailing ST ZIP Code	Identifies the city, state, and ZIP Code of the DMU.
Statement Date	Identifies the date (MM-DD-YYYY) that the statement was generated.
Permit Number	Identifies the 7-digit permit number.
USPS Job Number	Identifies the 8-character alphanumeric USPS job number.
Job Description	Contains a short description of the contents of the mailing.
Processing Category	Identifies the type of processing category. Valid categories include: <ul style="list-style-type: none">• Letters• Flats• Machinable Parcels• Irregular Parcels• Outside Parcels
Statements Start End	Identifies the total number of postage statements. Also displays the starting and ending sequence number of the individual postage statements.
Permit Holder Information	Includes the name, street address, city, state, ZIP Code, and phone number of the permit holder.
NUMBER OF: Sacks: Trays: Pallets: Other:	Identifies the total number of sacks, trays, pallets, and other containers used in the mailing.
TOTAL IN MAILING Pieces: Pounds:	Identifies the total number of mailpieces and the total weight of the mailpieces reported in this mailing.
Organization Information	Identifies the name and address of the individual

Table 4.1 continued.

Field Name	Field Description
Mailing Agent Information	Identifies the name and address of the mailing agent (if other than the permit holder).
Postage Computation Part A Postage: Part B Postage: Part C Postage: Part D Postage:	Identifies the dollar-and-cent amount of postage from parts A, B, C, and D on Form 3602.
Additional Postage Payment	Identifies the dollar-and-cent amount of additional postage from Form 3602.
Total Postage	Identifies the total dollar-and-cent amount of postage due.
Signature of Permit Holder or Agent Telephone Number	Used for the signature and telephone number of the permit holder or agent. To complete this line, have the permit holder or agent sign on this line and include his or her telephone number.
Signature of Postal Employee Date Time AM PM	Used for the signature of the postal employee, certifying that the mailing has been inspected and approved. Also used for the date (MM-DD-YYYY) and time (HH:MM) that this statement was approved. Be sure to circle either AM or PM.
Round Stamp (Required)	Contains the round stamp imprint.

Note: Since this statement is similar to PS Form 3602, a field-by-field description of the second page of the Consolidated Postage Statement is not included in this user guide.

Register of Mailing

The Register of Mailing reports contains type and quantity, piece weight, number of pieces, total weight of pieces, and postage for all individual postage statements within a USPS job number.

To print the register of mailing,

1. Return to the MEPPS Menu.
2. Use the <Up> and <Dn> arrows to highlight **PR—Print Menu** and press <Enter>.

The Print Menu Screen appears.

3. Use the <Up> and <Dn> arrows to select **RG—Register of Mailing** and press <Enter>.

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)						
<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 90%;"> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;">PRINT Menu</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; padding: 5px;">CS</td> <td style="padding: 5px;">Consolidated Postage Statement</td> </tr> <tr> <td style="padding: 5px;">RG</td> <td style="padding: 5px;">Register of Mailing</td> </tr> <tr> <td style="padding: 5px;">MS</td> <td style="padding: 5px;">Individual Postage Statement</td> </tr> </table> <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 30px; text-align: center;">RG</div> <div style="margin-left: 10px;">Selection</div> </div> </div> </div> </div>			CS	Consolidated Postage Statement	RG	Register of Mailing	MS	Individual Postage Statement
CS	Consolidated Postage Statement							
RG	Register of Mailing							
MS	Individual Postage Statement							
To make selection, position the bar and press <Enter>.								
Esc:EXIT								

Figure 4.7—The Print Menu Screen

The Print Register of Mailing Screen appears (see Figure 4.8).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
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PRINT REGISTER OF MAILING

USPS Job Number:
No. of Copies: 1

Press <Enter> to continue.

Esc:EXIT	F5:LIST
----------	---------

Figure 4.8—The Print Register of Mailing Screen.

4. Type the USPS job number and press <Enter>.

If you do not know the USPS job number, press <F5> to display a list of all active jobs. Use the <Up> and <Dn> arrows to highlight an active job and press <Enter>. The selected job number appears. Press <Enter> to continue.

The Register of Mailing Statement is sent to your printer. When printing a Register of Mailing Statement, the system prompts the user to enter the number of copies to print. If no value is entered, the system automatically defaults to print one copy of the statement. A maximum of nine copies can be printed.

The Register Printing Status screen (Figure 4.9) alerts the user to the percentage of the statement being printed. The <F2>:Abort Printing option allows the user to cancel printing at anytime. The <F2> key will only be displayed if the user is printing more than one copy. In case of a print cancellation, the system aborts printing after the current statement is printed. A maximum of nine copies per postage statement is allowed.

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div><div><div><div><div>REGISTER PRINTING STATUS</div><div>USPS Job Number: 120595T1</div><div>No. of Mailing Sequences: 1</div><div>(PVDS) Printing Copy: 2 of 2</div><div><div></div>99%</div></div></div></div></div>		
Processing...		
F2: ABORT PRINTING		

Figure 4.9—The Register Printing Status Screen.

Figures 4.10A and 4.10B are examples of printed Plant Loaded At (PLA) and Plant Verified Drop Shipment (PVDS) Register of Mailing Statements.

PLANT LOADED AT REGISTER OF MAILING											
Multiple Entry Point Payment System										Date: 07-08-1997	
USPS Job Number: 070897T1		Job Description: MEPPS TEST JOB								Time: 08:42	
Permit Number: 32567		Sequence Count: 1		Form 3602-R		FLATS		Version 12 (M)		Page: 1	
DMU Post Office: MEMPHIS TN 38188											
Seq No.	Entry Post Office	Sack	Tray	Pallet	Other	Piece Wgt (pounds)	Weight (pounds)	Presort Level	Count Pcs/Lbs	Net Rate	Postage
1	<<PART B>> NONE 38999	0	0	0	0	0.1666	333.2000	35NLET	2,000	.225	450.000
Entry [Pounds, Pieces and Postage] Totals for Part [B] →→							333.2000		2,000	\$	450.00
GRAND TOTAL:		0	0	0	0		333.2000		2,000	\$	450.00

Figure 4.10A—The Register of Mailing (PLA)

PLANT VERIFIED DROP SHIPMENT REGISTER OF MAILING											
Multiple Entry Point Payment System										Date: 07-07-997	
USPS Job Number: 070797T1		Job Description: MEPPS TEST JOB								Time: 11:01	
Permit Number: 32567		Sequence Count: 2		Form 3602-R		FLATS		Version 12 (M)			
DMU Post Office: MEMPHIS TN 38188		Page: 1									
Seq No.	Entry Post Office	Sack	Tray	Pallet	Other	Piece Wgt (pounds)	Weight (pounds)	Presort Level	Count Pcs/Lbs	Net Rate	Postage
1	<<PART A>> CLIFF'S SPECIAL HIDEAWAY BMC GREENSBORO 240-243 245-249 270-297 376	NC 27075	0	0	0	0	0.1666	35FLAT	5,000	.176	880.000
					PART A →		833.000		5,000		
	<< PART B >> BMC GREENSBORO 240-243 245-249 270-297 376	NC 27075				0.1760	35NLET		1,000	.212	212.000
	SCF CHARLOTTE 280 281 282 297	NC 280					BASNLT		1,000	.288	288.000
					PART B →		352.000		2,000		
	Entry [Pounds, Pieces & Postage] Totals for Parts [A and B]→						1,185.0000		7,000		\$ 1,380.00
2	<< PART A >> TONY'S FOLLY BMC MEMPHIS 369-372 375 380-397 700-701 703-705 707-708 713-714 716-717 719-729	TN 38999	0	0	0	0	NIPW	35FLAT	1,000	.176	176.000
					PART A →		106.000		1,000		
	<< PART B >> SCF MEMPHIS 375 380 381 386 723	TN 380				NIPW	35NLET		1,000	.207	207.000
					PART B →		150.0000		1,000		
	<< PART C >> BMC MEMPHIS 369-372 375 380-397 700-701 703-705 707-708 713-714 716-717 719-729	TN 38999				NIPW	HDNNLT		2,000	.134	268.000
					PART C →		406.0000		2,000		
	<< PART D >> BMC MEMPHIS 369-372 375 380-397 700-701 703-705 707-708 713-714 716-717 719-729	TN 38999				NIPW	SATECR PLUS		1,000 235.0000	.000 .599	0.000 140.765
	SCF MEMPHIS 375 380 381 386 723	TN 380					BANATO PLUS		1,000 235.0000	.166 .592	166.000 139.120
					PART D →		470.0000		2,000		
	Entry [Pounds, Pieces & Postage] Totals for Parts [A, B, C and D]→→						1,132.0000		6,000		\$ 1,096.89
GRAND TOTAL:			0	0	0	0	2,317.0000		13,000		\$ 2,476.89

Figure 4.10B—The Register of Mailing (PVDS)

Section 4

Field names and descriptions for the Register of Mailing are listed in Table 4.2 below.

Table 4.2—Register of Mailing Field Names and Descriptions

Field Name	Field Description
USPS Job Number	Identifies the alphanumeric USPS job number assigned by the mailer.
Count	Identifies the number of statements on this report.
DMU Post Office	Identifies the city, state, and ZIP Code of the DMU.
Date	Identifies the date (MM-DD-YYYY) this report was generated.
Time	Identifies the time (HH:MM) this report was generated.
Version	Identifies the software version number.
Page	Identifies the page number of this report.
Seq	Identifies the assigned sequence number.
Entry Post Office	Identifies where the mailpiece entered the postal mailstream.
Statement Description	Displays what was entered in the Statement Description field.
Containers Sack Tray Pallet Other	Identifies the number of mailpieces per container type by sequence number.
Piece Wgt (pounds)	Identifies the weight of a single piece by sequence number.
Pieces	Identifies the total number of mailpieces by sequence number.
Weight (pounds)	Identifies the total weight (in pounds) of the mailpieces by sequence number.
Postage	Identifies the total dollar-and-cent amount of postage by sequence number.

Individual Postage Statement

The Individual Postage Statement is very similar to PS Form 3602. USPS personnel can select which postage statements to print by entering the USPS job number and sequence number of the statement.

To print an Individual Postage Statement,

1. Return to the MEPPS Menu.
2. Use the <Up> and <Dn> arrows to highlight **PR—Print Menu** and press <Enter>.

The Print Menu Screen appears (see Figure 4.11).

3. Use the <Up> and <Dn> arrows to select **MS—Individual Postage Statement** and press <Enter>.

Version 12 MEPPS — Multiple Entry Point Payment System STD Mail (A)	
PRINT Menu	
CS	Consolidated Postage Statement
RG	Register of Mailing
MS	Individual Postage Statement
MS	Selection
To make selection, position the bar and press <Enter>.	
Esc:EXIT	

Figure 4.11—The Print Menu Screen

The Print Postage Statement Screen appears (see Figure 4.12 on the next page).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; padding: 10px; margin: 20px auto; width: 40%;"><div style="border: 1px solid black; padding: 5px; text-align: center;">PRINT POSTAGE STATEMENT</div><div style="border: 1px solid black; padding: 5px;"><p>USPS Job Number:</p><p>Sequence Number:</p></div></div> <div style="text-align: center; margin-top: 20px;">Press <Enter> to continue.</div>		
Esc:EXIT F5:LIST		

Figure 4.12—The Print Postage Statement Screen.

4. Type the USPS job number and press **<Tab>**.
 - a. If you do not know the USPS job number, press **<F5>** to display a list of all active jobs.
 - b. Use the **<Up>** and **<Dn>** arrows to highlight an active job and press **<Enter>**. The selected job number appears.
5. Type the sequence number of the statement and press **<Enter>**.
 - a. If you do not know the sequence number, press **<F5>** to display a list of all active sequence numbers for the selected job.
 - b. Use the **<Up>** and **<Dn>** arrows to highlight an active sequence number and press **<Enter>**. The selected sequence number appears.
6. Press **<Enter>**. The Individual Postage Statement is sent to your printer (see Figures 4.13).

When printing an Individual Postage Statement, the system prompts the user to enter a range of postage statements and the number of copies to print. If no value is entered for the number of copies the system automatically defaults to print a single copy. A maximum of nine copies per report is allowed. The option to print a range of postage statements is only applicable on the mailer version of the software.

UNITED STATES POSTAL SERVICE		Statement of Postage with Permit Imprints Standard Mail (A) (Regular Rates Only)			
Post Office of Mailing OMAHA NE 6812		Date 02-06-1994		Processing Category (DMM C050) <input type="checkbox"/> Letters <input checked="" type="checkbox"/> Flats <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels <input type="checkbox"/> Machinable Parcels	
Permit No. 9876		Sequence No. 00000003		USPS Authorized Mailing ID Code(s)	
Permit Holder Name & Address	Telephone Number (402) 339-3948	Receipt No. A1234			
SAM SMITH 5005 S 84TH OMAHA NE 68127		Sacks 0	Trays 0	Pallets 122	Other 89
		Weight of a Single Piece NON IDENTICAL			
Authorized to use nonprofit rate? <input type="checkbox"/> Yes <input type="checkbox"/> No (DMM E371)		Total Pieces 7100	Total Weight 998.0000		Sacking based on (DMM M300) <input checked="" type="checkbox"/> 125 pieces <input checked="" type="checkbox"/> 15 pounds
Individual or Organization for which Mailing is Prepared BILL SMITH 212 HARPER HALL LINCOLN NE 68508 Authorized to use nonprofit rate? <input type="checkbox"/> Yes <input type="checkbox"/> NO (DMM E371)		Name and Address of Mailing Agent			<input type="checkbox"/> Plant Loaded At <input checked="" type="checkbox"/> Plant Verified Drop Shipment to <input type="checkbox"/> Orig. NONE <input checked="" type="checkbox"/> Dest DDU ZIP 38104 <input checked="" type="checkbox"/> Dest SCF 3D ZIP 333 <input checked="" type="checkbox"/> Dest BMC/ASF ZIP 38999
<ul style="list-style-type: none"> For bulk mailings of automation-compatible letter-size pieces (DMM C810) go to Part A For bulk mailings of non-automation-compatible letter-sized pieces (DMM C050) weighing .2067 lb. (3.3067 oz.) or less, go to Part B For bulk mailings of non letter-size pieces (DMM C050) weighing .2067 lb. (3.3067 oz.) or less, go to Part C For bulk mailings of all pieces (DMM C050) weighing more than .2067 lb. (3.3067 oz.) but less than 1.0 lb. (16.0 oz.) go to Part D 				Part A	\$
				Part B	\$
				Part C	\$ 689.000
				Part D	\$ 542.314
Single-Piece Rate <input type="checkbox"/> or Additional Postage Payment (State Reasons)			No. Pieces 0	Rate/Piece 0.000	\$ 0.000
Is applicable bulk per piece rate affixed to each piece? <input type="checkbox"/> Yes <input type="checkbox"/> No (Form 3602-PC required)			Total Postage —————>		\$ 1,231.31
The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. If this form is signed by an agent, the agent certifies that it is authorized to sign this statement that the certification binds the agent and the mailer and both the mailer and the agent will be liable for and agree to pay any deficiencies.					
The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).					
I hereby certify that all information furnished on this form is accurate and truthful, and that this material presented qualifies for the rates of postage claimed.					
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred)					Telephone Number
Single Piece Weight	Are the figures at left adjusted from the mailers entries? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Total Pieces	Total Weight	If "Yes" Reason			
Total Postage					
<input type="checkbox"/> Presort Verification Performed <input type="checkbox"/> Verification not Scheduled	Date Mailer Notified	Contact	By (Initials)		
I CERTIFY that this mailing has been inspected concerning: 1) eligibility for the rate of postage claimed; 2) proper preparation (and presort where required); 3) proper completion of the statement of mailing; and 4) payment of the necessary annual fee.					Round Stamp (Required)
Signature of Weigher		Time	AM PM		

PS Form 3602-R, October 1996 Facsimile Version 12 (P) Financial Document — Forward to Finance Office

Figure 4.13—The Individual Postage Statement

Multiple Entry Point Payment System
Valid ZIP Codes for Postage Statement
USPS Job Number: A1234 Sequence: 000000003
Entry Post Office: BMC MEMPHIS TN 38119
590–599
690–693
800–816
820–834
836–837
840–847
850
852–853
855–857
859–860
863–864
865
870–875
877–884
893
898
979

Figure 4.13—The Individual Postage Statement (continued)

Note: *Since this statement is similar to PS Form 3602, a field-by-field description of the individual postage statement is not included in this user guide.*

Configuring the Printers for MEPPS

Epson EPL-7000 Laser Printer Configuration/Setup

Note: Before following these instructions, plug the laser printer into the power strip and verify the display on the front of the printer. If **READY FX** displays, **DO NOT** reconfigure the printer. It is properly configured for use with MEPPS.

The following instructions prepare your EPSON EPL-7000 Laser Printer for use with the MEPPS software installed on your computer. The installation procedures for the printer are easy but must be completed exactly as stated. Failure to follow the installation checklist below can result in erratic printing and printer malfunction. If you experience a problem during the configuration/installation, call the MEPPS Technical Support Department at (800) 522-9085.

Make sure the power switches for the computer, monitor, and modem are in the OFF position. Also, when you are asked to press direction “S” on the front of the printer, make sure the display window changes. If you press <Enter> and nothing changes, press <Enter> again.

- ☐ Turn the power switch for the surge protector to the **ON** position.
- ☐ Turn the power switch for the EPSON EPL 7000 Printer to the **ON** position.
- ☐ If you have questions regarding the instructions below, refer to Chapter 3, *SelectType*, from the EPSON EPL-7000 *User's Manual*.

SET LOAD MACRO to 1 and POWER ON MACRO to 1:

- ☐ Press **SelectType** once to select **LEVEL1**. The **LEVEL1** light must be on.
- ☐ Press the <Dn> arrow until **SYSTEM CONFIG** appears in the window.
- ☐ Press the <Right> arrow once.
- ☐ Press the <Dn> arrow once.
- ☐ Press the up and/or <Dn> arrow until 1 appears in the window
- ☐ Press the <Right> arrow once to set **LOAD MACRO** to 1.
- ☐ Press the <Dn> arrow until **POWERON MACRO** appears in the window.
- ☐ Press the <Right> arrow once.
- ☐ Press the <Up> and/or <Dn> arrow until 1 appears in the window.
- ☐ Press the <Right> arrow once to set **POWERON MACRO** to 1.
- ☐ Press the <Left> arrow once.

Set Mode to FX and RX BUFFER to 50K:

- ☐ Hold down the **SelecType** until the **LEVEL2** light is on and release.
- ☐ Press the **<Dn>** arrow until **CH CONFIG** appears in the window.
- ☐ Press the **<Right>** arrow twice.
- ☐ Press the **<Dn>** arrow until **MODE** appears in the window.
- ☐ Press the **<Right>** arrow twice.
- ☐ Press the **<Dn>** arrow until **MODE** appears in the window.
- ☐ Press the **<Right>** arrow once.
- ☐ Press the **<Dn>** arrow until **FX** appears in the window.
- ☐ Press the **<Right>** arrow once to set the **MODE** to **FX**.
- ☐ Press the **<Dn>** arrow until **RX-BUFFER** appears in the window.
- ☐ Press the **<Right>** arrow once.
- ☐ Press the **<Up>** and/or **<Dn>** arrow until 50K appears in the window.
- ☐ Press the **<Right>** arrow once to set **RX-BUFFER** to 50K.
- ☐ Press the **<Left>** arrow once.

Use the P-CONFIG option to save the current printer configuration:

- ☐ Press the **<Dn>** arrow until **P-CONFIG** appears in the window.
- ☐ Press the **<Right>** arrow twice to save the settings you just made.
- ☐ For these settings to go into effect, turn the printer off and on again.
- ☐ Turn the printer off. Wait until the power supply finishes the cool down process before continuing.
- ☐ Turn the power on. When **READY.FX** appears, continue.

Epson Action Laser II Printer Configuration/Setup

Note: Before following these instructions, plug the laser printer into the power strip and verify the display on the front of the printer. If **READY.P FX** is displayed, **DO NOT** reconfigure the printer. It is properly configured for use with MEPPS.

The following instructions prepare your EPSON Action Laser II Printer for use with the MEPPS software installed on your computer. The installation procedures for the printer are easy but must be completed exactly as stated. Failure to follow the installation checklist below can result in erratic printing and printer malfunction. If you experience a problem during the configuration/installation, call the MEPPS Technical Support Department at (800) 522-9085.

Make sure the power switches for the computer, monitor, and modem are in the OFF position. Also, when you are asked to press direction “S” on the front of the printer, make sure the display window changes. If you press <Enter> and nothing changes, press <Enter> again.

- ☐ Turn the laser printer on. After warming up, **READY:P LJ-2P** appears.
- ☐ Hold down the <Left> arrow on the printer a few seconds until **SelecType LEVEL2** appears. When you release the key, **TEST PRINT** appears.
- ☐ Press the <Dn> arrow once. **MODE ASSIGN** appears.
- ☐ Press the <Right> arrow once. **CH P LJ-2P** appears.
- ☐ Press the <Right> arrow once. **CH P →LJ-2P >SET** appears.
- ☐ Press the <Up> arrow once. **CH P FX >SET** appears.
- ☐ Press the <Right> arrow once to change the mode to **FX.CH P FX**.
- ☐ Press the <Left> arrow once to return to **MODE ASSIGN**.
- ☐ Press the <Dn> arrow twice. **RX-BUFFER SIZE** appears.
- ☐ Press the <Right> arrow once. **CH P 1K** appears.
- ☐ Press the <Right> arrow once. **CH P 1K >SET** appears.
- ☐ Press the <Up> arrow until you reach 50K.
- ☐ When you reach 50K, press the <Right> arrow once. **CAN< SAVE&INIT >EXE** appears.

Press the <Right> arrow once more to execute.

Once you have completed the previous steps, the screen on the printer erases for a few seconds, then the word **INITIALIZE** appears. After a few minutes, **INITIALIZE** is replaced with **READY: P:FX**.

Press and hold down the <Left> arrow until **SelecType LEVEL2** appears. Release. **TEST PRINT** appears.

Press the <Dn> arrow five times. **CH TIMEOUT 60** appears.

- ☐ Press the <Up> arrow three times. **LOAD MACRO 0** appears.
- ☐ Press the <Right> arrow once. **LOAD MACRO →0>EXE** appears.
- ☐ Press the <Up> arrow once. **LOAD MACRO 1>EXE** appears.
- ☐ Press the <Left> arrow three times. **READY:P RX** appears.
- ☐ Hold down the <Left> arrow until **SelecType LEVEL2** appears. Release. **CH TIMEOUT 10** appears. If not, press up or down until it appears.
- ☐ Press the <Dn> arrow twice or until **P-CONFIG. SAVE** appears.
- ☐ Press the <Right> arrow once. **P-CONFIG. SAVE >EXE** appears.
- ☐ Press the <Right> arrow once more to save the changes that you made. **P-CONFIG. SAVE >EXE** appears.
- ☐ Turn the printer off for a few seconds. Turn it back on and **READY:P FX** appears.
- ☐ Press the <Right> arrow once. **CH TIMEOUT →60>SET** appears.
- ☐ Press the <Dn> arrow five times. **CH TIMEOUT 10>SET** appears.
- ☐ Press the <Right> arrow once to set timeout to 10. **CH TIMEOUT 10** appears.
- ☐ Press the <Left> arrow twice. **READY:P FX** appears.
- ☐ Press the <Left> arrow. **INPUT AUTO** appears.
- ☐ Press the <Up> arrow once. **SYSTEM CONFIG** appears.
- ☐ Press the <Right> arrow once. **FULL PRINT 0** appears.
- ☐ Press the <Up> arrow once. **POWERON MACRO 0** appears.
- ☐ Press the <Right> arrow once. **POWERON MACRO →0>EXE** appears.
- ☐ Press the <Up> arrow. **POWERON MACRO 1>EXE** appears.
- ☐ Press the <Right> arrow. **POWERON MACRO 1** appears.

Epson Action Laser 1000 Printer Configuration/Setup

Note: Before following these instructions, plug the laser printer into the power strip and verify the message displayed on the printer screen. If Ready FX appears, DO NOT reconfigure the printer. It is properly configured for use with MEPPS.

The following instructions prepare your EPSON Action Laser II Printer for use with the MEPPS software installed on your computer. The installation procedures for the printer are easy but must be completed exactly as stated. Failure to follow the installation checklist below can result in erratic printing and printer malfunction. If you experience a problem during the configuration/installation, call the MEPPS Technical Support Department at (800) 522-9085.

Make sure the power switches for the computer, monitor, and modem are in the OFF position. Also, when you are asked to press direction “S” on the front of the printer, make sure the display window changes. If you press <Enter> and nothing changes, press <Enter> again.

- ☐ Turn the laser printer on. After warming up, **READY:P LJ-2P** appears.
- ☐ Press **SelectType LEVEL2. FEATURE PRINT** appears.
- ☐ Press the <Dn> arrow once. **EMULATION** appears.
- ☐ Press the <Right> arrow once. **CH P LJ-2P** appears.
- ☐ Press the <Up> arrow once. **CH P FX >SET** appears.
- ☐ Press the <Right> arrow once. **EMULATION** appears.
- ☐ Press the <Dn> arrow twice. **RX-BUFFER SIZE** appears.
- ☐ Press the <Right> arrow once. **CH P ->5K>SET** appears.
- ☐ Press the <Up> arrow until **50K>SET** appears.
- ☐ Press the <Right> arrow once. **CAN<INITIALIZE>EXE** appears.
- ☐ Press the <Right> arrow once. The printer initializes.
- ☐ Press **SelectType LEVEL 1. INPUT AUTO LT>** appears.
- ☐ Press the <Up> arrow once. **SYSTEM CONFIG.>** appears.
- ☐ Press the <Right> arrow once. **FULL PRINT 0** appears.
- ☐ Press the <Right> arrow once. **FULL PRINT -> 0>SET** appears.
- ☐ Press the <Up> arrow once. **FULL PRINT ->1>SET** appears.
- ☐ Press the <Right> arrow once. **FULL PRINT 1>** appears.
- ☐ Press the <Left> arrow once. **SYSTEM CONFIG>** appears.
- ☐ Press **On Line. READY:P FX** appears.
- ☐ Press **SelectType LEVEL2. FEATURE PRINT** appears.

- ☐ Press the <Dn> arrow four times. **CH TIMEOUT 6>** appears.
- ☐ Press the <Right> arrow once. **CH TIMEOUT 60>SET** appears.
- ☐ Press the <Dn> arrow five times. **CH TIMEOUT 10>SET** appears.
- ☐ Press the <Right> arrow once. **CH TIMEOUT 10>** appears.
- ☐ Press **On Line**. **READY:P FX** appears.

Okidata Microline 320 Dot Matrix Printer Configuration/Setup

The following instructions prepare your Okidata Microline 320 Printer for use with the MEPPS software installed on your computer. Make sure the printer is turned on and **SEL** is illuminated before continuing. If you experience a problem during the configuration/installation, call the MEPPS Technical Support Department at (800) 522-9085.

- ☐ Press **Mode** once. **MENU** is illuminated. The names of the **S NOW** are referenced to those underneath the **S**.
- ☐ Press **Group** twice. The printer should print two lines of information.
- ☐ Press **Set** once. **EPSON FX** prints. If not, press the **Set** again.
- ☐ Press **Group** once. Vertical Control prints.
- ☐ Press **Item** six times. Page Length is the last printer item.
- ☐ Press **Set** eight times. 5.5" is the last item printed.
- ☐ Press **Group** once. Symbol Sets prints.
- ☐ Press **Set** once. Set II prints.
- ☐ Press **Mode** once to record the changes you made.
- ☐ Press **Form Feed** once.
- ☐ Press **Mode** once.
- ☐ Press **Print** once to print a status sheet. The items that you changed are highlighted. If all the information is not the same, contact MEPPS Technical Support.
- ☐ Press **Mode** once. **SEL** is illuminated. The printer is now configured for printing with the MEPPS software.

Modify Postage Statement

The Modify Postage Statement option allows the mailer to adjust the Individual Postage Statements of a specific USPS job number (see Figure 5.1). The Individual Postage Statements are adjusted to

- reconcile differences in postage, or
- make an adjustment in mailing information

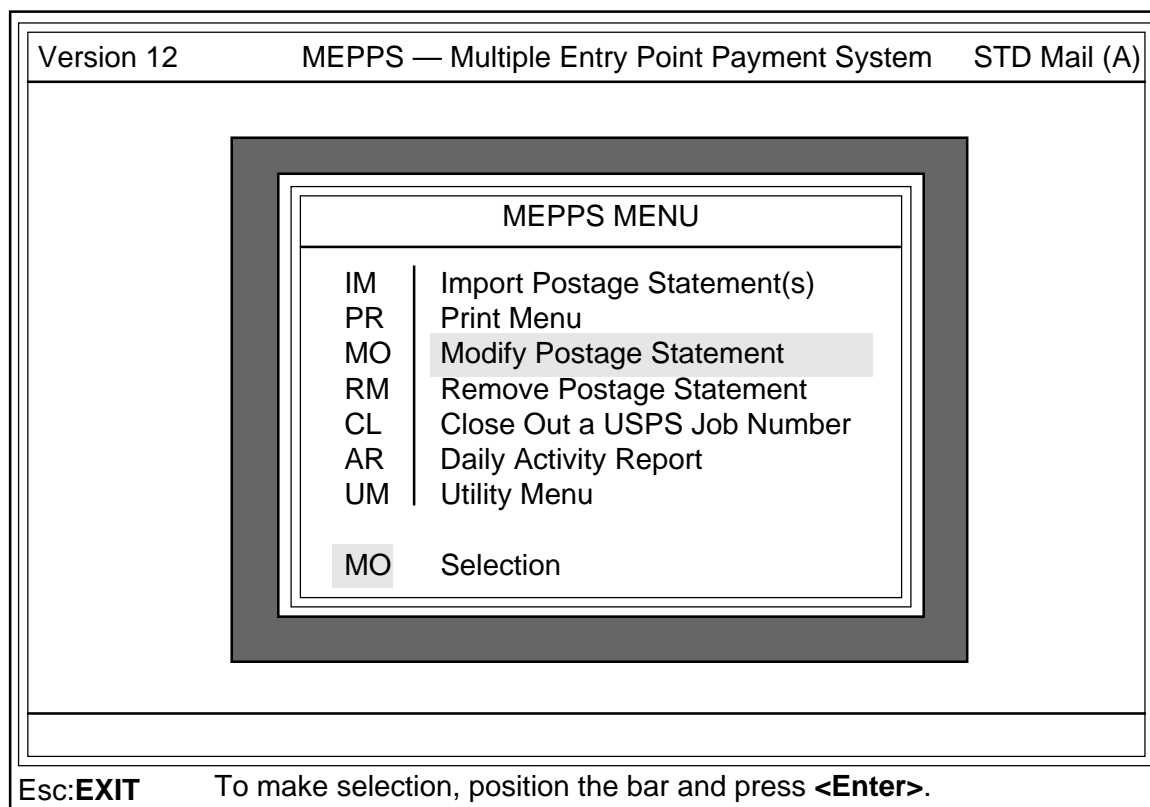


Figure 5.1—The MEPPS Menu Screen

To use the Modify Postage Statement(s) option,

1. Display the MEPPS Menu.
2. Use the <Up> and <Dn> arrows to highlight **MO—Modify Postage Statement** and press <Enter>. The Modify Postage Statement Screen appears (see Figure 5.2 on the next page).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; width: 40%; margin: 0 auto; padding: 10px;"> <div style="border: 1px solid black; width: 80%; margin: 0 auto; padding: 5px;"> <div style="border: 1px solid black; width: 80%; margin: 0 auto; padding: 5px;"> <p style="text-align: center; margin: 0;">MODIFY POSTAGE STATEMENT</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="display: flex; justify-content: space-between;"> USPS Job Number: </div> <div style="display: flex; justify-content: space-between;"> Sequence Number: </div> </div> </div> </div>		
Press <Enter> to continue.		
<div style="display: flex; justify-content: space-between;"> Esc:EXIT F5:LIST </div>		

Figure 5.2—The Modify Postage Statement Screen

Note: *Do not modify the mailer’s job. If a job requires modification, remove the entire job and return the diskette and the Consolidated Postage Statement to the mailer. See the following section on job removal for instructions. DMM, Issue 46, Module P750.6.5 states in part, “A change made to any individual postage statement on the register requires the mailer to correct the consolidated postage statement accordingly and document the correction.”*

The Modify Postage Statement option enables you to adjust the Individual Postage Statements of a specific USPS job number. The individual postage statements are adjusted to reconcile differences in postage or make an adjustment in mailing information.

The DMU clerk, after consulting with the mailer, may make the needed modifications to the postage statement. After the modifications are made, a new consolidated postage statement is printed and presented to the mailer for signature.

WARNING: When you have completed modifying the statement, be sure to save the modified information. Otherwise, changes to the postage statement will be lost.

Page 1 of 6 and page 2 of 6 from the Statement of Postage are for *display* purposes only and cannot be modified using this option. View these pages by using <PgUp> and <PgDn>.

MEPPS — Statement of Postage		1 of 6 PS Form 3602
Form Type (Select only one – Type <X> to select)		
Statement of Postage with Permit Imprints – Regular Rates (3602–R)		
Statement of Postage with Permit Imprints – Nonprofit Rates (3602–N)		
Statement of Postage with Postage Affixed – Regular Rates (3602–PR)		
Statement of Postage with Postage Affixed – Nonprofit Rates (3602–PN)		
USPS Job Number		
Job Description		
Post Office of Mailing		
Permit Number		
Permit Holders Name & Address (Include ZIP Code)		
Press <PgDn> for next page.		
Esc:EXIT	F6:DEFAULT	F8:SAVE

Figure 5.3—The Statement of Postage Screen (1 of 6).

Table 5.1 on the following page contains a list and description of the Statement of Postage (page 1 of 6) field names.

Section 5

Table 5.1—Statement of Postage (page 1 of 6) Field Names and Descriptions

Field Name	Field Description
Form Type (Select only one) Statement of Postage with Permit Imprints – Regular Rates (3602–R) Statement of Postage with Permit Imprints – (3602–N) Statement of Additional Postage – Regular Rates (3602–PR) Statement of Additional Postage – Nonprofit Rates (3602–PN)	Identifies the form type (based on PS Form 3602). Valid form types are PS Form 3602–R: Regular Rates PS Form 3602–N: Nonprofit Rates PS Form 3602–PR: Regular Rates PS Form 3602–PN: Nonprofit Rates
USPS Job Number	Identifies the job number assigned by the mailer.
Job Description	Identifies the job.
Post Office of Mailing	Identifies the city, state, and ZIP Code of the DMU.
Permit Number	Identifies the permit number.
Permit Holder’s Name & Address (Include ZIP Code)	Identifies the permit holder’s name, address, and ZIP Code.

Press <PgDn> to move to the next page. Page 2 of 6 of the Statement of Postage appears (see Figure 5.4).

MEPPS — Statement of Postage		Job: 051297T1 Sequence: 00000001	2 of 6
Permit Holders Telephone Number			
Name & Address of Individual or Organization for Which Mailing is prepared			
Name & Address of Mailing Agent (if other than permit holder)			
Processing Category (DMM C050/C820) (Select only one — Type <X> to select) Letters Flats Irregular Parcels Outside Parcels Machinable Parcels			
Press <PgDn> for next page or <PgUp> for previous page.			
Esc:EXIT		F8:SAVE	

Figure 5.4—The Statement of Postage Screen (2 of 6).

Table 5.2 on the next page contains a list and description of the Statement of Postage (page 2 of 6) field names.

Section 5

Table 5.2—Statement of Postage (page 2 of 6) Field Names and Descriptions

Field Name	Field Description
Permit Holders Telephone Number	Identifies the telephone number of the permit holder.
Name & Address of Individual or Organization for Which Mailing is prepared	Identifies the name, address, city, state, and ZIP Code of the individual or organization for which the mailing has been prepared (if other than the permit holder).
Name & Address of Mailing Agent	Identifies the name and address of the mailing agent (if other than the permit holder).
Processing Category (DMM C050/C820) in (Select only one.) Letters Flats Irregular Parcels Outside Parcels Machinable Parcels	Identifies the processing category specified DMM C050/C820. These categories are based on the physical dimensions of the mailpiece. Valid categories include: Letters Flats Irregular Parcels Outside Parcels Machinable Parcels

Press <PgDn> to move to the next page. Page 3 of 6 of the Statement of Postage appears (see Figure 5.5).

MEPPS — Statement of Postage		3 of 6 PS Form 3602
Statement Description		
Number of Sacks Number of Trays Number of Pallets Number of Other		
Automation Compatible (DMM C820)	0 (Type <0 - 9> or <F> or <F1:Help>)	
Identical Piece Weight	(Type <X> or <M> to select)	
Non-Identical Piece Weight	(Type <A>, , <C>, <D> <M> to select)	
<div style="border: 1px solid black; height: 80px; margin: 5px 0;"></div>		
Must select either <Identical> or <Non-Identical> Piece Weight.		
Esc:EXIT		F8: SAVE

Figure 5.5—The Statement of Postage Screen (3 of 6).

When filling out this portion of PS Form 3602, the second half of the screen will differ depending on whether you select Identical Piece Weight or Non-Identical Piece Weight.

Note: New selection available for Non-Identical Piece Weight: <M> for Multipart.

Section 5

After you enter the information, press **<PgDn>** to move to the next page. Page 3 of 6 of the Statement of Postage appears (see Figure 5.6). If you made an error during entry, a message appears in the red status bar describing the error. You must correct the error before you can move to the next page.

MEPPS — Statement of Postage		3 of 6 PS Form 3602	
Statement Description			
Number of Sacks Number of Trays Number of Pallets Number of Other			
Automation Compatible (DMM C820)		0	(Type <0-9> or <F> or <F1:Help>)
Identical Piece Weight		X	(Type <X> or <M> to select)
Non-Identical Piece Weight			(Type <A>, , <C>, <D>, <M> to select)
PART	Weight of a Single Piece	Total Pieces in Mailing	Total Weight of Mailing
B	0.1675	1000	167.5000
Press <PgDn> for next page or <PgUp> for previous page.			
Esc:EXIT		F8: SAVE	

Figure 5.6—The Statement of Postage Screen (3 of 6).

Note: If <M> (for Multipart) is chosen, another the screen will display a different bottom section.

A list of field names and descriptions for the Statement of Postage (3 of 6) is provided in Table 5.3.

Table 5.3—Statement of Postage (page 3 of 6) Field Names and Descriptions

Field Name	Field Description
Statement Description	Identifies the job.
	Type a description of the Individual Postage Statement, and press <Tab> to move to the next field.
Number of Sacks Number of Trays	Identifies the number of sacks, trays, pallets, or other mail container types.
Number of Pallets Number of Other	Press <Tab> to move to the appropriate mail container type(s) and type the number in each category. Press <Tab> to move to the next field.
Automation Compatible (DMM C810)	Identifies whether the mailpiece can be read by an OCR.
Identical Piece Weight (Type <X> or <M>)	Type X in the field if the mailpiece can be read by an OCR.
Non-Identical Piece Weight (Type <A>, , <C>, <D>, or <M> (<M> represents Multipart))	Establishes that the mailing consists of non-identical piece weights. Identifies the part (or quadrant) of PS Form 3602 that the mailing is assigned, according to the rate category (i.e. part C of PS Form 3602 is for non-automation-compatible letters that are 0.2067 lbs. or less). Press <Tab> to move to the next field.
Weight of a Single Piece	Identifies the weight of a single piece (less than one pound).
	Type the weight of a single piece and press <Tab> to move to the next field.
Total Pieces in Mailing	Identifies the total number of pieces in the mailing (greater than 50).
	Type the total number of pieces in the mailing and press <Tab> to move to the next field.
Total Weight of Mailing	Identifies the total number of pounds of the pieces in the mailing (greater than 200).
	Type the total number of pounds of the pieces in the mailing and press <Tab> to move to the next field.

Section 5

Table 5.4—Statement of Postage (page 4 of 6) Field Names and Descriptions

Field Name	Field Description
Sacking Based on 125 Pieces 15 Pounds	Identifies whether the sacking was based on 125 pieces, 15 pounds, or both. You may select no option, either option, or both options. Use <Tab> to move to the appropriate field and type X .
Check Applicable Field Centralized Postage Payment	Identifies whether the Centralized Postage Payment method was used.
Plant Loaded at	Identifies that the Plant Loaded At option was used.
Plant Verified Drop Shipment to	Identifies that the Plant Verified Drop Shipment To option was used (defaults to X).
Orig. NONE ZIP Dest. A/O ZIP Dest. SCF 3D ZIP Dest. BMC/ASF ZIP	This set of fields identifies the origination drop shipment and destination points. If the Statement of Postage is for the origination drop ship point (Orig.), use <Tab> to move to the appropriate field and type X . Then, use <Tab> to move to the right of the field and enter the appropriate information. If the Statement of Postage is for the destination drop ship point (Dest.), use <Tab> to move to the appropriate field and type X . Then press <Tab> to move to the right of the field and type the 3- or 5-digit ZIP Code.

After you enter the information, press <PgDn> to move to the next page. Page 5 of 6 of the Statement of Postage appears. If you made an error during entry, a message appears in the red status bar describing the error. You must correct the error before you can move to the next page.

MEPPS — Statement of Postage		3 of 6 PS Form 3602	
Statement Description			
Number of Sacks	10		
Number of Trays	20		
Number of Pallets	30		
Number of Other	40		
Automation Compatible (DMM C820)		0 (Type <0 - 9> or <F> or <F1:Help>)	
Identical Piece Weight		X (Type <X> or <M> to select)	
Non-Identical Piece Weight		(Type <A>, , <C>, <D>, <M> to select)	
PART	Weight of a Single Piece	Total Pieces in Mailing	Total Weight of Mailing
B			
Press <PgDn> for next page or <PgUp> for previous page.			

Figure 5.6—Statement of Postage If Identical Piece Weight is Chosen Screen

Note: Depending on the Automation Compatible field, if <M> (for Multipart) is chosen in either the Identical Piece Weight or Non-Identical Piece Weight fields, the software will automatically bring up the proper quadrant. The Weight of a Single Piece field also determines the quadrant. (see Figures 3.7A and B).

3 of 6	
MEPPS — Statement of Postage	PS Form 3602
Statement Description	
Number of Sacks Number of Trays Number of Pallets Number of Other	
Automation Compatible (DMM C820) F (Type <0 - 9> or <F> or <F1:Help>)	
Identical Piece Weight M (Type <X> or <M> to select) Non-Identical Piece Weight (Type <A>, , <C>, <D>, <M> to select)	
PART	Weight of a Single Piece
A	Total Pieces in Mailing
B	Total Weight of Mailing
C	
D	
Press <PgDn> for next page or <PgUp> for previous page.	
Esc: EXIT F8: SAVE	

Figure 5.7A—The Statement of Postage Screen (Parts B & D).

Figure 5.7A reflects the Multipart selection <M>. This screen reflects either Parts B & D or Parts C & D (see Figure 5.7B).

MEPPS — Statement of Postage		3 of 6 PS Form 3602	
Statement Description			
Number of Sacks Number of Trays 30 Number of Pallets Number of Other			
Automation Compatible (DMM C820) 0 (Type <0 - 9> or <F> or <F1:Help>)			
Identical Piece Weight M (Type <X> or <M> to select) Non-Identical Piece Weight (Type <A>, , <C>, <D>, <M> to select)			
PART	Weight of a Single Piece	Total Pieces in Mailing	Total Weight of Mailing
C			
D			
Press <PgDn> for next page or <PgUp> for previous page.			

Figure 5.7B—The Statement of Postage Screen (Parts C & D)

MEPPS — Statement of Postage		4 of 6 PS Form 3602	
Sacking Based on (Type <X> to select) 125 Pieces 15 Pounds			
Check Applicable Field. (Type <X> to select) Centralized Postage Payment Entered at Plant Loaded At Plant Verified Drop Shipment to			
Orig. NONE ZIP Dest. DDU ZIP Dest. SCF 3D ZIP Dest. BMC/ASF ZIP			
Press <PgDn> for next page or <PgUp> for previous page.			
Esc:EXIT		F8:SAVE	

Figure 5.8A—The Statement of Postage Screen (4 of 6).

Section 5

When Multipart is selected, a statement with multipart and a single destination or a statement with multipart with multiple destinations is displayed. However, when multiple parts are selected and Plant Verified Drop Shipment is *not* selected, only the Orig. None ZIP fields are displayed for both parts (see Figure 5.8B).

When SCF and DDU are selected, a valid 3-digit SCF and 5-digit DDU ZIP are required. The DDU ZIP is required to be valid within the range of the ZIP Code covered by the SCF. The SCF and DDU ZIP Codes are required to be valid within the range of ZIP Codes covered by the BMC.

Example

☒ Plant Verified Drop Shipment to

☒ Orig. NONE ZIP

<input checked="" type="checkbox"/> Dest. DDU ZIP	38115	←	stored in:	drop_ship_zip
<input checked="" type="checkbox"/> Dest. SCF 3D ZIP	380	←	stored in:	scf_drop_ship_zip
<input checked="" type="checkbox"/> Dest. BMC/ASF ZIP	38999	←	stored in:	bmc_drop_ship_zip

☒ Plant Loaded At

<input checked="" type="checkbox"/> Orig. NONE ZIP	38115	←	stored in:	drop_ship_zip
--	-------	---	------------	---------------

Note: An appropriate error message is displayed if a ZIP Code is incorrect. The user must enter or select the correct ZIP Code(s) before continuing.

MEPPS — Statement of Postage		4 of 6 PS Form 3602	
Sacking Based on (Type <X> to select)			
125 pieces			
15 pounds			
Check Applicable Field (Type <X> to select)			
Plant Loaded at			
X	Plant Verified Drop Shipment to		
Part(s)	C	D	
			Orig. NONE ZIP
			Dest. DDU ZIP
	X		Dest. SCF 3D ZIP 388
		X	Dest. BMC/ASF ZIP 38999
Press <PgDn> for next page or <PgUp> for previous page.			
Esc:EXIT		F8:SAVE	

Figure 5.8B—The Statement of Postage Screen (4 of 6)

When the Job Category field chosen is not PVDS, only the Orig.NONE ZIP fields are displayed.

Note: The format of page 5 of 6 of the Statement of Postage is dependent upon what you entered on the previous pages.

MEPPS — Statement of Postage				5 of 6
				PS Form 3602
Automation-Compatible Letter (DMM C810)				
DDU Entry Discount				
Presort/Automation Discounts	Net Rate	Count (Pieces)	Charge	
Saturation W/S	.122	X 3000 pcs. = \$	366.000	
Carrier Route	.130	X 3000 pcs. = \$	390.000	
3/5-Digit presort	.168	X pcs. = \$	0.000	
Additional Postage		X	pcs. = \$	
W/S Date	1/18/96	Part B—SCF Total	\$	756.000
SCF Piece	6,000	Part B—Total Postage	\$	756.000
Part B Total	6,000	Statement Total	\$	756.000
Press <PgDn> for next page or <PgUp> for previous page.				
Esc:EXIT			F8:SAVE	

Figure 5.9—The Statement of Postage (5 of 6) DDU Entry Discount Screen

Table 5.4 on the following page contains field names and descriptions for the Statement of Postage (5 of 6).

Section 5

Table 5.5—Statement of Postage (5 of 6) Field Names and Descriptions

Field Name	Field Description
Presort/Automation Discounts Saturation W/S	Identifies the different types of presort/ automation discounts.
Carrier Route Additional Postage	Identifies the additional postage amount. Additional postage is calculated as net rate plus count (or charge).
Count (Pieces)	Identifies the number of pieces under each type in the Presort/Automation Discounts field. The piece must match the total number of pieces in mailing from Screen 3 of the postage statement. Press <Tab> to move to the appropriate Count (Pieces) field and type the number of pieces.*
Charge	Identifies the dollar and cent amount of the charge.
W/S Date (Walk Sequence)	Identifies the date of the Computerized Delivery Sequence (CDS) File or Delivery Sequence File (DSF) used to prepare the mailing for walk sequence order. Mailings must be prepared using CDS file changes or DSF changes issued within 90 days before the date of mailing as outlined in the DMM.
Part A — Total	Identifies the <i>total</i> dollar and cent amount of the charge, excluding additional postage.
[Entry] Pieces	Indicates the total number of [entry] pieces.
Current Entry Total	Current entry pieces
Current Part Total	Current entry pieces
Statement Total	Total postage of the Statement of Postage

After you enter the information, press <PgDn> to move to the final page (see Figure 5.10).

Note: *The piece count must match the total pieces in the mailing. If not, re-enter your information, and then press <F8> to save the information.*

MEPPS — Statement of Postage		Job:	Sequence:	6 of 6
USPS Authorized Mailing ID Codes				
1.	2.	3.		
4.	5.	6.		
Press <PgUp> for previous page.				
Esc:EXIT			F8:SAVE	

Figure 5.10—Mailing ID Codes Screen (6 of 6)

The six Mailing ID Code fields accept alphanumeric characters (A–Z and 0–9) and blank characters using the mailer version of MEPPS. The postal software allows you to view this information but does not allow modifications to be made.

Press <F8> to save the modifications made to pages 3 through 5.

After you save the information, you are asked if you want to print the consolidated postage statement for this USPS job number (see Figure 5.11 on the next page).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"><div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"><p>Print Consolidated Postage Statement for USPS Job Number 11111101?</p><div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%; text-align: center;"><p>YES</p><p>NO</p></div></div></div>		
To make selection, position the bar and press <Enter> .		
Esc:EXIT		

Figure 5.11—Print Consolidated Postage Statement Screen

If you choose **NO**, the Modify Postage Statement window appears. If you choose **YES**, the Consolidated Postage Statement prints and asks if you want to print the register of mailing.

To print the register of mailing, use the **<Up>** and **<Dn>** arrows to make your selection and press **<Enter>** (see Figure 5.12).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
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Print Register of
Postage Statement for
USPS Job Number 06309399?

YES
NO

To make selection, position the bar and press **<Enter>**.

Esc:EXIT

Figure 5.12—Print Register of Mailing Statement Screen

After the register of mailing prints, the MEPPS Menu reappears.

Remove Postage Statement(s)

MEPPS enables you to remove a specific postage statement. You can remove all the postage statements associated with a job number or only specific postage statements using the sequence number.

Note: *Do not remove individual postage statements. The preferred procedure for jobs that require modification is to remove the entire job and return the diskette and the consolidated postage statement to the mailer. See the following section on job removal for instructions. DMM, Issue 46, Module P750.6.5 states “A change made to any individual postage statement on the register requires the mailer to correct the consolidated postage statement accordingly and document the correction.”*

To use the Remove Postage Statement option,

1. Return to the MEPPS Menu (see Figure 6.1).
2. Use the <Up> and <Dn> arrows to highlight the Remove Postage Statement option, and press <Enter>. The Remove Postage Statement screen appears (see Figure 6.2 on the next page).

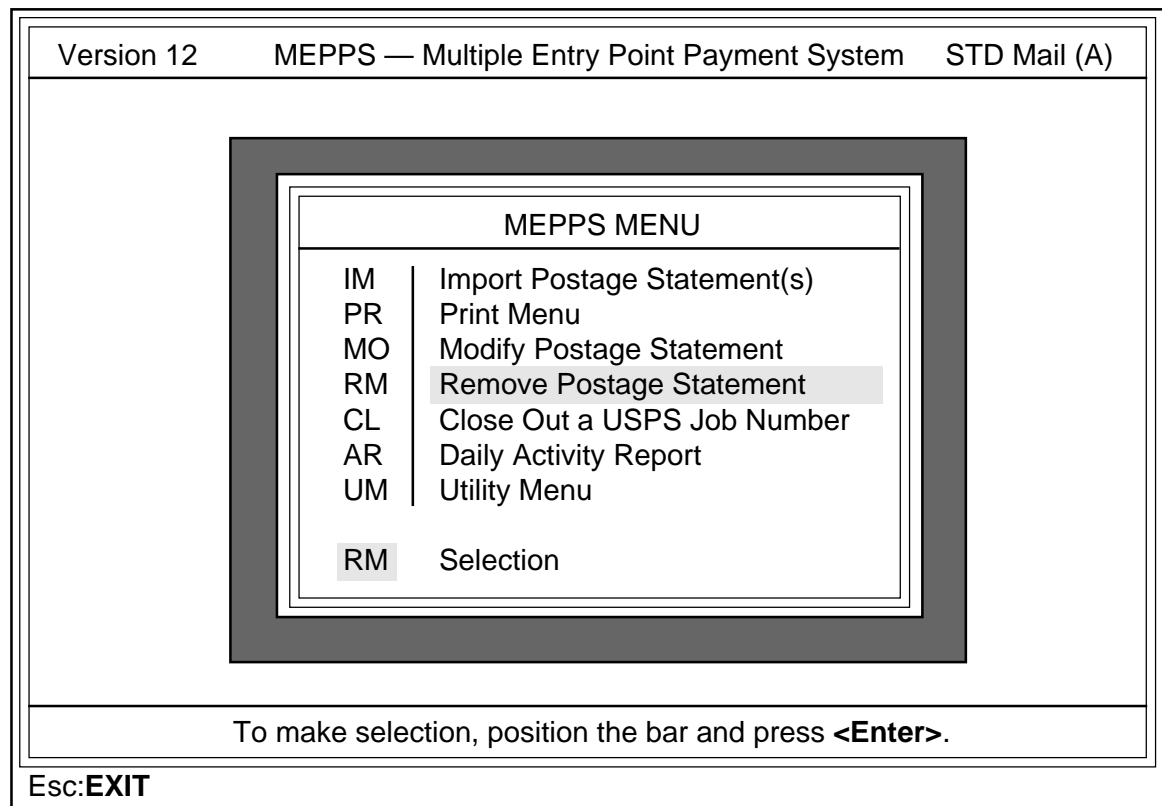


Figure 6.1—The MEPPS Menu Screen

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"><div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">REMOVE POSTAGE STATEMENT</div><div style="border: 1px solid black; padding: 5px;"><p>USPS Job Number:</p><p>Sequence Number:</p></div></div>		
Press <Enter> to continue.		
<div style="display: flex; justify-content: space-between;">Esc: EXITF5: LIST</div>		

Figure 6.2—The Remove Postage Statement Screen

3. Enter the USPS job number and press **<Tab>**.
 - a. If you do not know the USPS job number, press **<F5>** to display a list of all active jobs.
 - b. Use the **<Up>** and **<Dn>** arrows to highlight an active job, and press **<Enter>**.
4. Type the sequence number and press **<Enter>**.
 - a. If you do not know the sequence number, press the **<F5>** key to display a list of all active sequence numbers.
 - b. Use the **<Up>** and **<Dn>** arrows to highlight an active sequence number, and press **<Enter>**.
 - c. The selected sequence number appears. Press **<Enter>** to continue.

Upon completion of the statement removal, the following message appears: “Postage Statement has been removed. Press **<Spacebar>** to continue.”

Job Removal

After a successful MEPPS import, it may be necessary to remove the job. The preferred procedure to follow when modifications are needed is to remove the entire job and return the diskette and Consolidated Postage Statement to the mailer. The mailer should make all needed modifications and proceed as if submitting a new job.

To remove all postage statements for a specific job number, enter the job number, but do not enter a sequence number in the Sequence Number field. Press **<Enter>**, and the screen in Figure 6.3 will appear.

1. Press the **<Up>** and **<Dn>** arrows to highlight **YES**, and press **<Enter>**.
2. Press the **<Spacebar>** after completing the job removal.

***Note:** If there is only one sequence number in a job (or if no sequence number displays), the entire job is removed and the screen in Figure 6.3 appears.*

The screenshot shows a terminal window titled "Version 12 MEPPS — Multiple Entry Point Payment System STD Mail (A)". In the center is a dialog box with the text "Remove all Postage Statements for USPS Job Number 59626377?". Below this text are two options: "YES" and "NO". The "YES" option is highlighted with a gray bar. At the bottom of the window, a message reads "To make selection, position the bar and press <Enter>." and the text "Esc:EXIT" is visible in the bottom left corner.

Figure 6.3—The Remove All Postage Statements Screen

Close Out a USPS Job Number

This option enables you to close a USPS job number immediately after the mailing (PVDS) leaves the DMU and produce a change report to diskette.

To close a USPS job number,

1. Return to the MEPPS Menu.
2. Use the <Up> and <Dn> arrows to highlight **CL—Close Out a USPS Job Number**, and press <Enter> (see Figure 7.1).

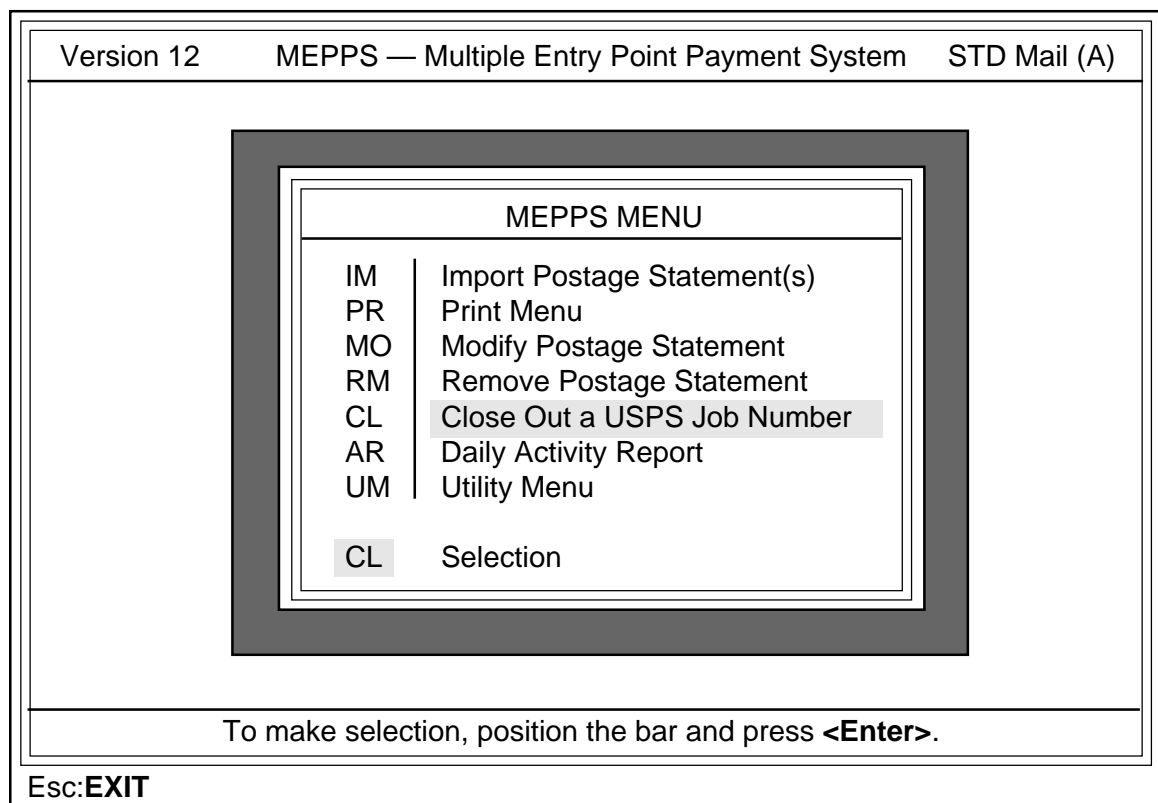


Figure 7.1—The MEPPS Menu Screen

3. Type the USPS job number and press <Enter>.
 - a. If you do not know the USPS job number, press <F5> to display a list of all active jobs.
 - b. Use the <Up> and <Dn> arrows to highlight an active job, and press <Enter>.
 - c. The selected job number appears. Press <Enter> to continue.
4. After the job has been closed, press the <Spacebar>.

The Change Report screen appears (see Figure 7.2 on the next page).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; padding: 10px; text-align: center;"><div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">Do you wish to create a Change Report to diskette?</div><div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;">YES NO</div></div>		
To make selection, position the bar and press <Enter> .		
Esc:EXIT		

Figure 7.2—Change Report Screen

1. Press the **<Up>** and **<Dn>** arrows to highlight either **YES** or **NO**.
2. Press **<Enter>**.

If you choose **YES**, you are prompted to choose either **A:** or **B:** drive and to insert a diskette in the selected drive. Press **<Enter>**. Upon completion, you are prompted to press **<Spacebar>**. The MEPPS Menu reappears.

Daily Activity Report

The Daily Activity Report is used to report user activity such as the user ID, job and sequence number, and type of activity performed. This report also lists all active USPS jobs.

To print the Daily Activity Report,

1. Return to the MEPPS Menu (see Figure 8.1).
2. Use the <Up> and <Dn> arrows to highlight **AR—Daily Activity Report**, and press <Enter>.

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)																		
<table border="1"> <tr> <th colspan="2">MEPPS MENU</th> </tr> <tr> <td>IM</td> <td>Import Postage Statement(s)</td> </tr> <tr> <td>PR</td> <td>Print Menu</td> </tr> <tr> <td>MO</td> <td>Modify Postage Statement</td> </tr> <tr> <td>RM</td> <td>Remove Postage Statement</td> </tr> <tr> <td>CL</td> <td>Close Out a USPS Job Number</td> </tr> <tr> <td>AR</td> <td>Daily Activity Report</td> </tr> <tr> <td>UM</td> <td>Utility Menu</td> </tr> <tr> <td>AR</td> <td>Selection</td> </tr> </table>			MEPPS MENU		IM	Import Postage Statement(s)	PR	Print Menu	MO	Modify Postage Statement	RM	Remove Postage Statement	CL	Close Out a USPS Job Number	AR	Daily Activity Report	UM	Utility Menu	AR	Selection
MEPPS MENU																				
IM	Import Postage Statement(s)																			
PR	Print Menu																			
MO	Modify Postage Statement																			
RM	Remove Postage Statement																			
CL	Close Out a USPS Job Number																			
AR	Daily Activity Report																			
UM	Utility Menu																			
AR	Selection																			
To make selection, position the bar and press <Enter>.																				
Esc:EXIT																				

Figure 8.1—The MEPPS Menu Screen

The Daily Activity Report is sent to your printer. A sample Daily Activity Report appears in Figure 8.2 on the next page.

Section 8

Multiple Entry Point Payment System Daily Activity Report				Date: 11-19-1995 Page: 1
Time	User	Activity	Seq. No.	Postage
8:40	SAM	Signon		
Job Number: 06309399				
09:24	SAM	Remove	00000001	
09:24	SAM	Remove	00000002	
09:24	SAM	Remove		
Job Number: 11059303				
09:25	SAM	Remove	00000001	
09:25	SAM	Remove	00000002	
09:26	SAM	Remove		
Job Number: 12345678				
09:15	SAM	Remove	00000005	
09:23	SAM	Remove		
Job Number 5238I28D				
09:31	SAM	Close		\$ 10,377.84
Job Number: 5238I29F				
09:37	SAM	Close		\$ 4,871.47
Job Number: 7572				
09:39	SAM	Close		\$ 456.33
09:40	SAM	Signoff		
9:17	CCC	Signon		
9:17	CCC	Signoff		
10:11	DRS	Signon		
10:27	DRS	Signoff		
15:40	DRS	Signon		
16:05	DRS	Signoff		
Job Number: 06309399				
15:50	DRS	Modify	00000001	
16:01	DRS	Modify	00000001	
16:03	DRS	Modify	00000001	

Figure 8.2—The Daily Activity Report.

Multiple Entry Point Payment System
Daily Activity Report

Date: 11-19-1995
Page: 2

Active USPS Job Numbers

33CC
A1234
AA11
D4D4
06309399
11059303
123455678
5238I28D
5238I29F
7572
7573
7777777T
8888888T
92013575
99998888
99999999
999999QD
AO~!@#\$%
CLIFFTST
FDR30000
^&()_-'}
[BBBB-B]

Figure 8.2— The Daily Activity Report (continued).

Section 8

The following table lists the Daily Activity Report field names and descriptions.

Table 8.1—Daily Activity Report Field Names and Descriptions

Field Name	Field Description
Date	Identifies the date (MM-DD-YYYY) the report is generated.
Page	Identifies the page number of the report.
Time	Identifies the time (HH:MM) the activity occurred. <i>Note: Time is represented in military time.</i>
User	Identifies the user.
Activity	Identifies the type of activity.
Job Number	Identifies the USPS job number assigned by the mailer.
Seq. Number	Identifies the sequentially assigned sequence number.
Postage	Identifies the amount of postage paid on jobs that are closed.

Utility Menu

This menu provides options that enable you to

- copy MEPPS Mailer software and BMC/SCF tables to diskette
- print BMC and SCF tables
- restore a closed job
- transmit history files (MTRANS)

This menu also provides a job comment function that enables you to create, modify, or delete a job comment that appears on the screen when you import or close a job.

To access the Utility Menu,

1. Return to the MEPPS Menu.
2. Use the <Up> and <Dn> arrows to highlight **UM—Utility Menu**, and press <Enter> (see Figure 9.1).

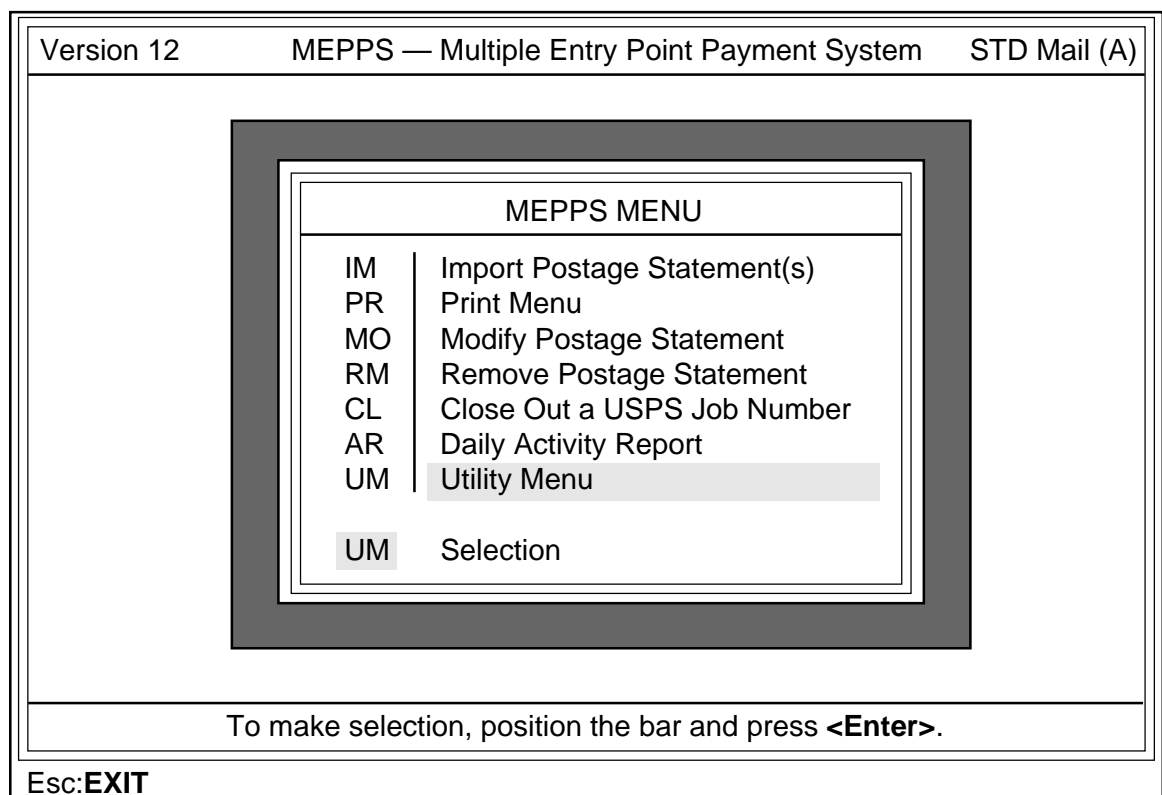


Figure 9.1—The MEPPS Menu Screen

The Utility Menu appears (see Figure 9.2 on the next page).

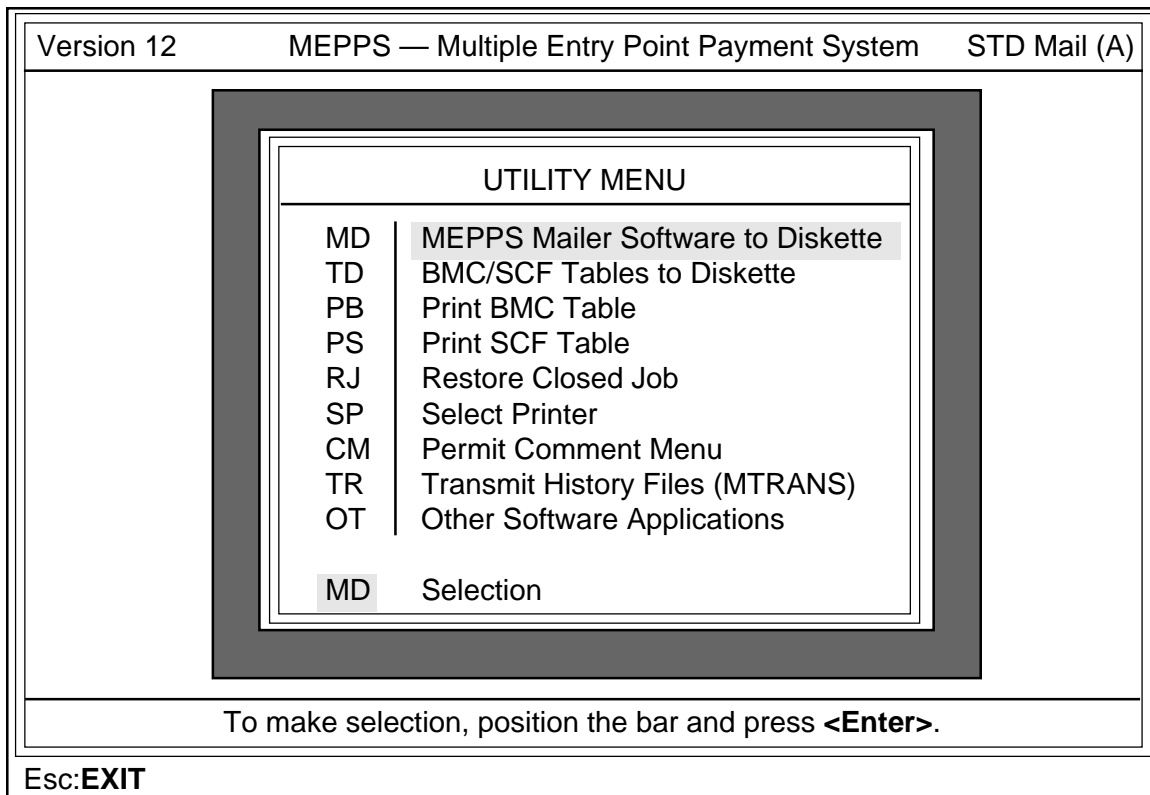


Figure 9.2—The Utility Menu Screen

MEPPS Mailer Software to Diskette

There are two versions of MEPPS software—a mailer version and a postal version. The mailer version’s basic function is to create and produce the job diskette. The postal version’s function is to read and print the job data. If changes are made to one version, those changes affect the other version as well. MEPPS software provides a menu option to copy the updated software, enabling DMU personnel to transfer the mailer version onto diskette. Mailers can then use that diskette to update their version of the software.

To transfer the mailer software to diskette,

1. Return to the Utility Menu.
2. Use the <Up> and <Dn> arrows to highlight **MD—MEPPS Mailer Software to Diskette**, and press <Enter> (see Figure 9.3).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)																				
<div style="border: 2px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">UTILITY MENU</div> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">MD</td><td>MEPPS Mailer Software to Diskette</td></tr> <tr><td>TD</td><td>BMC/SCF Tables to Diskette</td></tr> <tr><td>PB</td><td>Print BMC Table</td></tr> <tr><td>PS</td><td>Print SCF Table</td></tr> <tr><td>RJ</td><td>Restore Closed Job</td></tr> <tr><td>SP</td><td>Select Printer</td></tr> <tr><td>CM</td><td>Permit Comment Menu</td></tr> <tr><td>TR</td><td>Transmit History Files (MTRANS)</td></tr> <tr><td>OT</td><td>Other Software Applications</td></tr> <tr><td colspan="2" style="padding-top: 10px;">MD Selection</td></tr> </table> </div>			MD	MEPPS Mailer Software to Diskette	TD	BMC/SCF Tables to Diskette	PB	Print BMC Table	PS	Print SCF Table	RJ	Restore Closed Job	SP	Select Printer	CM	Permit Comment Menu	TR	Transmit History Files (MTRANS)	OT	Other Software Applications	MD Selection	
MD	MEPPS Mailer Software to Diskette																					
TD	BMC/SCF Tables to Diskette																					
PB	Print BMC Table																					
PS	Print SCF Table																					
RJ	Restore Closed Job																					
SP	Select Printer																					
CM	Permit Comment Menu																					
TR	Transmit History Files (MTRANS)																					
OT	Other Software Applications																					
MD Selection																						
To make selection, position the bar and press <Enter>.																						
Esc:EXIT																						

Figure 9.3—The Utility Menu Screen

The Create MEPPS Mailer Version Diskette screen appears (Figure 9.4).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">Create MEPPS Mailer Version Diskette To Which Drive?</div> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"> A: B: </div> </div>		
To make selection, position the bar and press <Enter>.		
Esc:EXIT		

Figure 9.4—The Create MEPPS Mailer Version Diskette Screen

Section 9

Use the <Up> and <Dn> arrows to select either **Drive A:** or **B:** and press <Enter>. You are prompted to insert the diskette in the selected drive and press <Enter>.

Upon completion of the software transfer to diskette, press <Spacebar>. The Utility Menu reappears.

BMC/SCF Tables to Diskette

When a mailer drop ships a mailing using MEPPS, each individual postage statement must have a destination ZIP Code in the record. If the ZIP Code is not recognized by MEPPS, an error report is generated and the job/statement is rejected. Since MEPPS checks to ensure that the ZIP Codes entered are valid, it is important that the mailer and DMU recognize the same ZIP Codes for the various BMCs/ASFs/SCFs. To facilitate this requirement, the DMU can provide the mailer with the ZIP Code tables used by the MEPPS software. This section provides information on transferring the file to diskette. Sections 12 and 13 provide information on sending the hard copy tables to the printer.

To transfer the BMC/SCF tables to diskette,

1. Return to the Utility Menu.
2. Use the <Up> and <Dn> arrows to highlight **TD—BMC/SCF Tables to Diskette** and press <Enter> (see Figure 9.5).

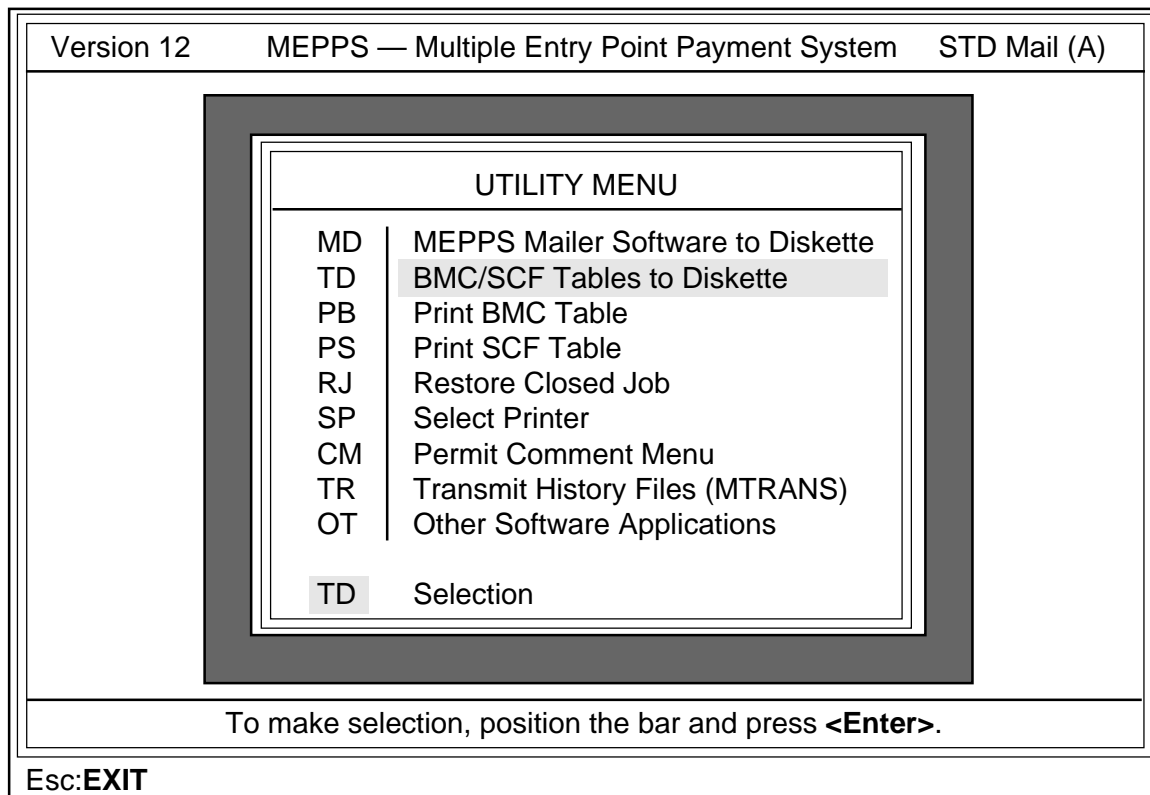


Figure 9.5—The Utility Menu Screen

The Create BMC/SCF Tables screen appears (see Figure 9.6).

Version 12 MEPPS — Multiple Entry Point Payment System STD Mail (A)

Create BMC/SCF Tables Diskette
To Which Drive?

A:
B:

To make selection, position the bar and press **<Enter>**.

Esc:EXIT

Figure 9.6—The Create BMC/SCF Tables Screen

3. Use the **<Up>** and **<Dn>** arrows to select either **Drive A:** or **B:** and press **<Enter>**.
4. You are prompted to insert the diskette in the drive selected and press **<Enter>**.

Upon completion, the following message appears: “BMC/SCF Tables to Diskette is complete. Press **<Spacebar>** to continue.” When you press **<Spacebar>**, the Utility Menu appears.

Print BMC Table

The print BMC table option sends the file in table format to the printer.

To print the BMC table,

1. Return to the Utility Menu.
2. Use the **<Up>** and **<Dn>** arrows to highlight **PB—Print BMC Table** and press **<Enter>** (see Figure 9.7 on the next page).

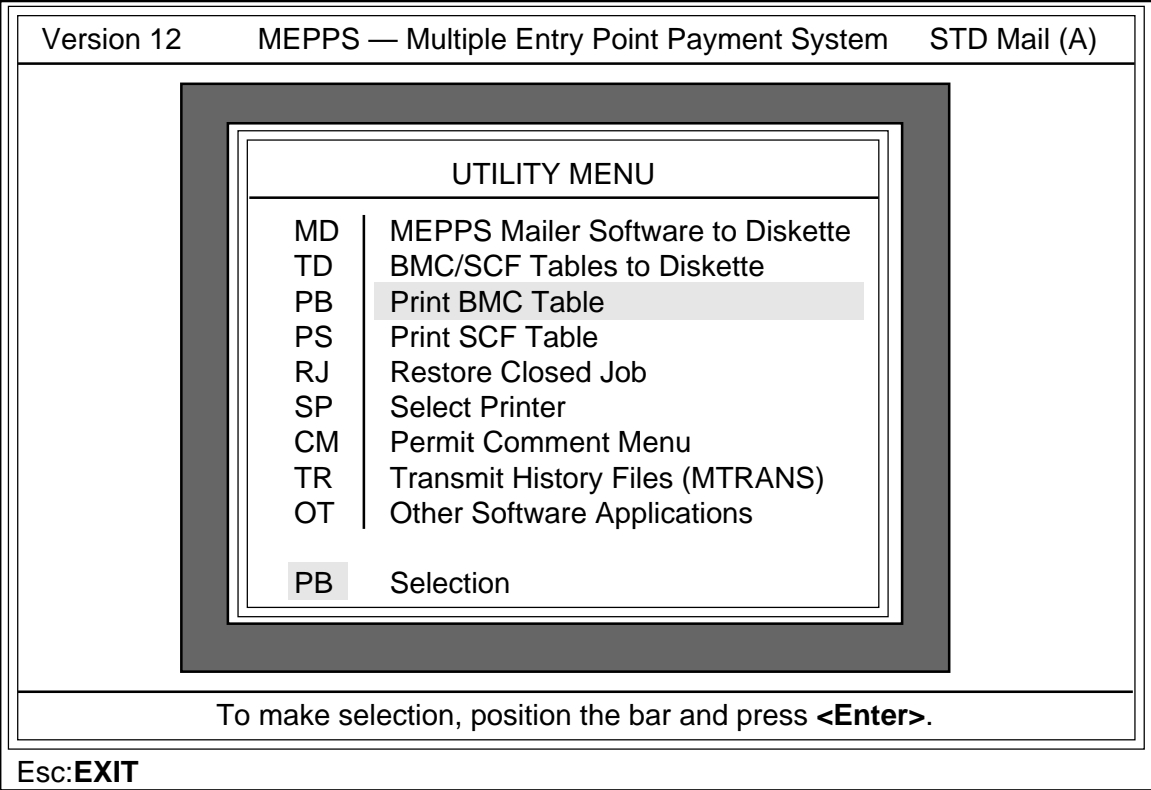


Figure 9.7—The Utility Menu Screen

The BMC Printing/Processing screen appears (Figure 9.8).

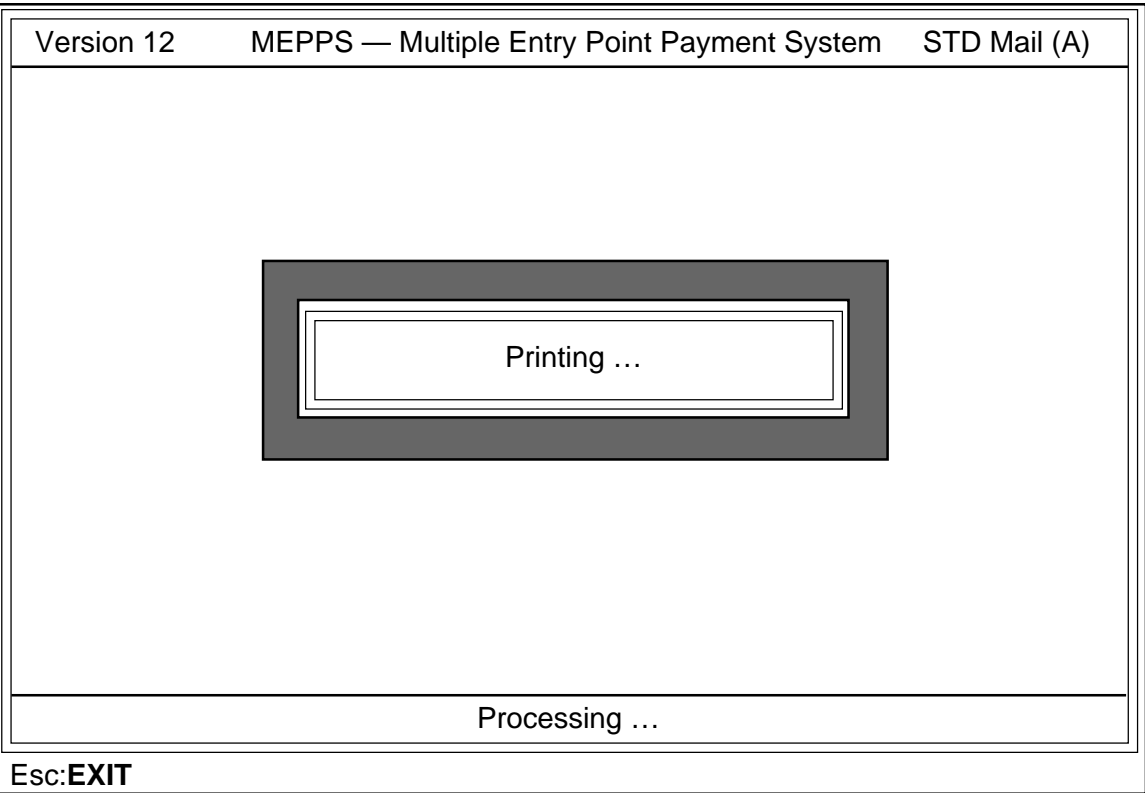


Figure 9.8—The BMC Printing/Processing Screen

The Utility Menu appears upon completion of printing. Figure 9.9 is an example of the printed BMC/ASF table.

Multiple Entry Point Payment System Version 12					Date: 6-20-1997 Page: 1
BMC / ASF TABLE					
Bulk Mail Center/Auxiliary Service Facility				Destination ZIP Codes	
00102	BMC	NEW JERSEY	NJ	004-005 070-079 085-098 100-119 340	
05500	BMC	SPRINGFIELD	MA	010-069 120-129	
14240	ASF	BUFFALO	NY	130-136 140-149	
19205	BMC	PHILADELPHIA	PA	080-084 137-139 169-199	
20499	BMC	WASHINGTON	DC	200-212 214-239 244 254 267-268	
27075	BMC	GREENSBORO	NC	240-243 245-249 270-297 376	
31195	BMC	ATLANTA	GA	298 300-312 317-319 350-352 354-368 373-374 377-379 399	
32099	BMC	JACKSONVILLE	FL	299 313-316 320-339 341 342 344 346-347 349	
38999	BMC	MEMPHIS	TN	369-372 375 380-397 700-701 703-705 707-708 713-714 716-717 719-129	
45900	BMC	CINCINNATI	OH	250-253 255-259 400-418 421-422 425-427 430-433 437-438 448-462 469-474	
48399	BMC	DETROIT	MI	434-436 465-468 480-497	
50999	BMC	DES MOINES	IA	500-516 520-528 612 680-681 683-689	
55202	BMC	MPLS/ST PAUL	MN	498-499 540-551 553-564 566	
57101	ASF	SIOUX FALLS	SD	570-577	
58102	ASF	FARGO	ND	565 567 580-588	
59101	ASF	BILLINGS	MT	590-599 821	
60808	BMC	CHICAGO	IL	463 464 530-532 534 535 537-539 600-611 613	
63299	BMC	ST LOUIS	MO	420 423-424 475-479 614-620 622-631 633-639	

Figure 9.9—Sample BMC/ASF Table

Section 9

The following table lists the BMC/ASF Table field names and descriptions.

Table 9.1—BMC/ASF Table Field Names and Descriptions

Field Name	Field Description
Date	Identifies the date (MM-DD-YYYY) the table is printed.
Page	Identifies the page number of the table.
Version	Identifies the version of MEPPS software used to generate the table.
Bulk Mail Center/Auxiliary Service Facility	Identifies the 5-digit ZIP Code, facility indicator (BMC or ASF), city, and state of the destination facility.
Destination ZIP Codes	Identifies the 3-digit ZIP Code areas that are served by the BMC or ASF.

Print SCF Table

The print SCF table option sends the file in table format to the printer.

To print the SCF table,

1. Return to the Utility Menu (see Figure 9.10).
2. Use the <Up> and <Dn> arrows to highlight **PS—Print SCF Table**, and press <Enter>.

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)																		
<div><div><div><div>UTILITY MENU</div><table><tr><td>MD</td><td>MEPPS Mailer Software to Diskette</td></tr><tr><td>TD</td><td>BMC/SCF Tables to Diskette</td></tr><tr><td>PB</td><td>Print BMC Table</td></tr><tr><td>PS</td><td>Print SCF Table</td></tr><tr><td>RJ</td><td>Restore Closed Job</td></tr><tr><td>SP</td><td>Select Printer</td></tr><tr><td>CM</td><td>Permit Comment Menu</td></tr><tr><td>TR</td><td>Transmit History Files (MTRANS)</td></tr><tr><td>OT</td><td>Other Software Applications</td></tr></table><div>PS Selection</div></div></div></div> <div>To make selection, position the bar and press <Enter>.</div> <div>Esc:EXIT</div>			MD	MEPPS Mailer Software to Diskette	TD	BMC/SCF Tables to Diskette	PB	Print BMC Table	PS	Print SCF Table	RJ	Restore Closed Job	SP	Select Printer	CM	Permit Comment Menu	TR	Transmit History Files (MTRANS)	OT	Other Software Applications
MD	MEPPS Mailer Software to Diskette																			
TD	BMC/SCF Tables to Diskette																			
PB	Print BMC Table																			
PS	Print SCF Table																			
RJ	Restore Closed Job																			
SP	Select Printer																			
CM	Permit Comment Menu																			
TR	Transmit History Files (MTRANS)																			
OT	Other Software Applications																			

Figure 9.10—The Utility Menu Screen

The SCF Printing/Processing screen appears (Figure 9.11).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div><div><div>Printing ...</div></div></div> <div>Processing ...</div> <div>Esc:EXIT</div>		

Figure 9.11—The SCF Printing/Processing Screen

Section 9

The Utility Menu appears upon completion of printing. Figure 9.12 is an example of the printed SCF table.

Multiple Entry Point Payment System Version 12				Date: 11-29-1993 Page: 2
SCF TABLE				
Sectional Center Facility				Destination ZIP Codes
006	SCF	SAN JUAN	PR	006 007 009
010	SCF	SPRINGFIELD	MA	010 011 013
012	SCF	PITTSFIELD	MA	012
015	SCF	WORCHESTER	MA	014 015 016 017
018	SCF	MIDDLESEX-ESSEX	MA	018 019 055
021	SCF	BOSTON	MA	021 022
023	SCF	BROCKTON	MA	020 023 024
025	SCF	CAPE COD	MA	025 026
028	SCF	PROVIDENCE	RI	027 028 029
030	SCF	MANCHESTER	MA	030 031 032 033 034
038	SCF	PORTSMOUTH	NH	038 039
040	SCF	PORTLAND	ME	040 041 042 043 045
044	SCF	BANGOR	ME	044 046 047 049
050	SCF	WHITE RIVER JCT	VT	035 036 037 050 052 053 057 058 059
054	SCF	BURLINGTON	VT	054 056
060	SCF	HARTFORD	CT	060 061 062
064	SCF	SOUTHERN	CT	063 064 065 066
067	SCF	WATERBURY	CT	067
068	SCF	STAMFORD	CT	068 069
070	SCF	NEWARK	NJ	070 071 072 073
074	SCF	PATERSON	NJ	074 075
076	SCF	HACKENSACK	NJ	076
077	SCF	MONMOUTH	NJ	077
079	SCF	WEST JERSEY	NJ	078 079

Figure 9.12—Sample SCF Table

The following table contains field names and descriptions for the SCF Table.

Table 9.2—SCF Table Field Names and Descriptions

Field Name	Field Description
Date	Identifies the date (MM-DD-YYYY) the table is printed.
Page	Identifies the page number of the table.
Version	Identifies the version of MEPPS software used to generate the table.
Section Center Facility	Identifies the 3-digit ZIP Code, facility indicator (SCF), city, and state of the destination facility.
Destination ZIP Codes	Identifies the 3-digit ZIP Code areas that are served by the SCF.

Restore Closed Job

If a job is closed inadvertently, the Restore Closed Job option on the Utility Menu can be used to “un-close” the job. If a data transmission occurs seven or more days after a job has been closed, the job cannot be retrieved using the restore option.

To restore a closed job,

1. Return to the Utility Menu.
2. Use the <Up> and <Dn> arrows to highlight **RJ—Restore Closed Job** and press <Enter> (see Figure 9.13 on the next page).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)																		
<div><div><div><div>UTILITY MENU</div><table><tr><td>MD</td><td>MEPPS Mailer Software to Diskette</td></tr><tr><td>TD</td><td>BMC/SCF Tables to Diskette</td></tr><tr><td>PB</td><td>Print BMC Table</td></tr><tr><td>PS</td><td>Print SCF Table</td></tr><tr><td>RJ</td><td>Restore Closed Job</td></tr><tr><td>SP</td><td>Select Printer</td></tr><tr><td>CM</td><td>Permit Comment Menu</td></tr><tr><td>TR</td><td>Transmit History Files (MTRANS)</td></tr><tr><td>OT</td><td>Other Software Applications</td></tr></table><div>RJ Selection</div></div></div></div>			MD	MEPPS Mailer Software to Diskette	TD	BMC/SCF Tables to Diskette	PB	Print BMC Table	PS	Print SCF Table	RJ	Restore Closed Job	SP	Select Printer	CM	Permit Comment Menu	TR	Transmit History Files (MTRANS)	OT	Other Software Applications
MD	MEPPS Mailer Software to Diskette																			
TD	BMC/SCF Tables to Diskette																			
PB	Print BMC Table																			
PS	Print SCF Table																			
RJ	Restore Closed Job																			
SP	Select Printer																			
CM	Permit Comment Menu																			
TR	Transmit History Files (MTRANS)																			
OT	Other Software Applications																			
To make selection, position the bar and press <Enter>.																				
Esc:EXIT																				

Figure 9.13—The Utility Menu Screen

The Restore Closed Job screen appears (Figure 9.14).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div><div><div><div>RESTORE CLOSED JOB</div><div>USPS Job Number:</div></div></div></div>		
Press <Enter> to continue.		
Esc:EXIT	F5:LIST	

Figure 9.14—The Restore Closed Job Screen

3. Type the USPS job number and press **<Enter>**.
 - a. If you do not know the USPS job number, press **<F5>** to display a list of all closed jobs.
 - b. Use the **<Up>** and **<Dn>** arrows to highlight the job you want to restore and press **<Enter>**.
 - c. The selected job number appears. Press **<Enter>** to continue.

Upon completion the following message appears: “Closed Job is now active. Press **<Spacebar>** to continue.” When you press **<Spacebar>**, the Utility Menu reappears.

Select Printer

The Select Printer option should not be used. Your computer system— software and hardware—is installed and configured prior to shipment to the site. If you have a printer problem, call MEPPS Technical Support at (800) 522-9085 before using the select printer option.

Permit Comment Menu

This option provides a permit comment function. This sub-menu enables you to create, modify, or delete a comment that appears on the screen when you import or close a job. The comment is entered in conjunction with a permit number and appears for each job using that permit number. One suggested use for this option is to enter the expiration date of the permit number.

To access the Permit Comment Menu,

1. Return to the Utility Menu.
2. Use the **<Up>** and **<Dn>** arrows to highlight **CM—Permit Comment Menu** and press **<Enter>** (see Figure 9.15 on the next page).

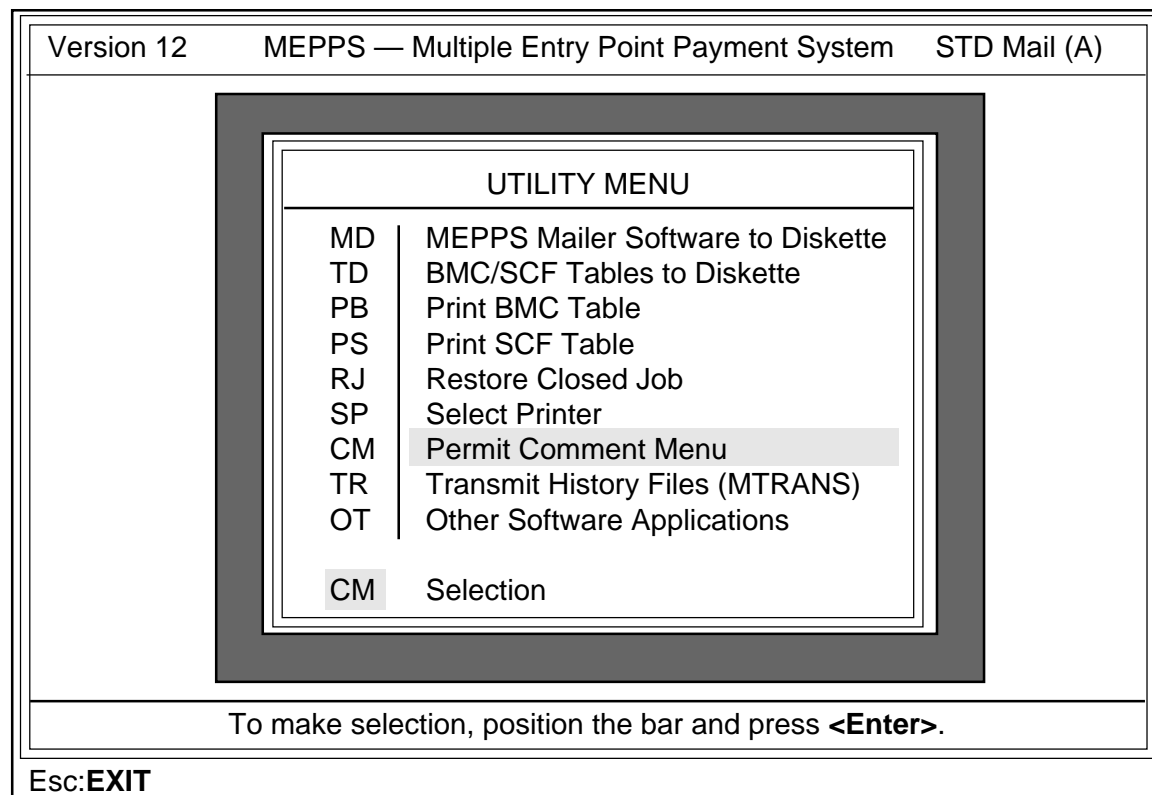


Figure 9.15—The Utility Menu Screen

The Permit Comment Menu screen appears (Figure 9.16).

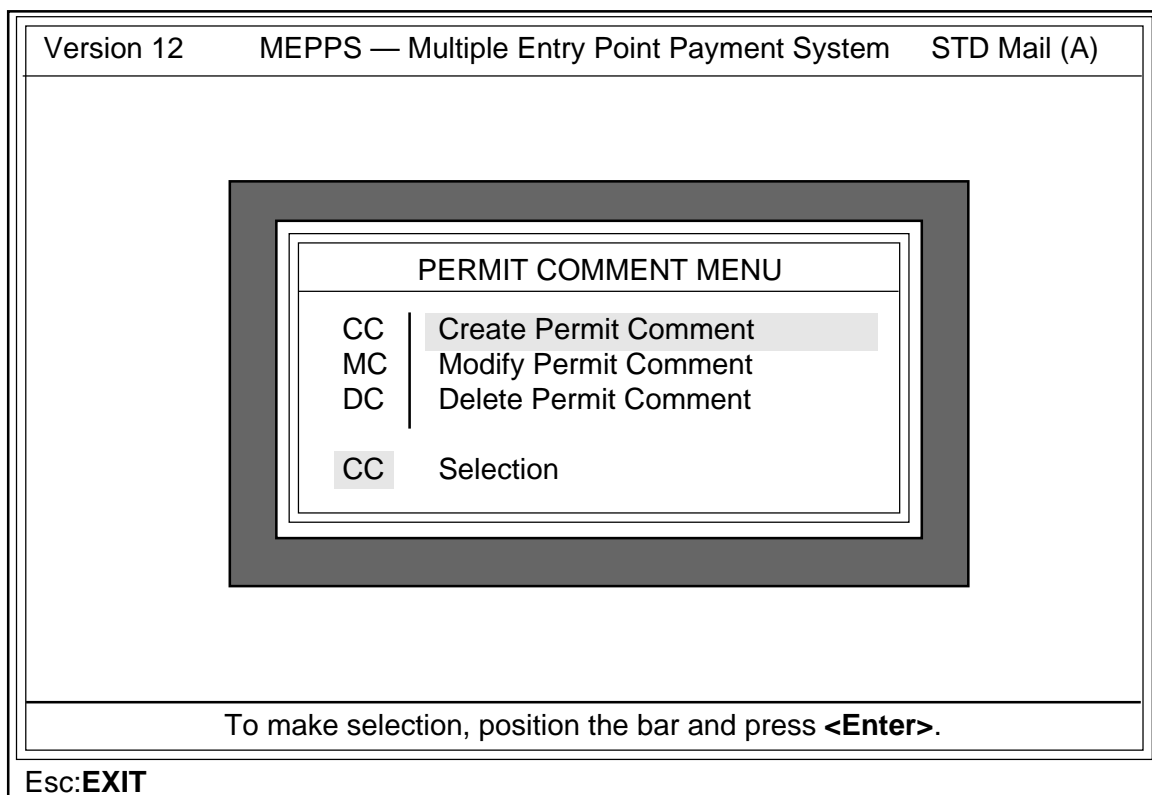


Figure 9.16. The Permit Comment Menu Screen

To create a comment,

1. Use the <Up> and <Dn> arrows to highlight **CC—Create Permit Comment** and press <Enter>. The Create Permit Comment screen appears (Figure 9.17).

The screenshot shows a terminal window titled "Version 12 MEPPS — Multiple Entry Point Payment System STD Mail (A)". The main content area is titled "CREATE PERMIT COMMENT" and contains two input fields: "Permit Number:" and "Comment:". Below the input fields, a message reads "Enter required information and press <F8>.". At the bottom of the screen, there are two navigation options: "Esc:EXIT" on the left and "F8:SAVE" on the right.

Figure 9.17—The Create Permit Comment Screen

2. Enter the permit number, and press <Tab> to move the cursor to the Comment field.
3. Enter the comment, and press <F8> to save the information you entered.

Upon completion, the Permit Comment Menu screen appears (see Figure 9.18 on the next page).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
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PERMIT COMMENT MENU

CC	Create Permit Comment
MC	Modify Permit Comment
DC	Delete Permit Comment
MC	Selection

To make selection, position the bar and press **<Enter>**.

Esc:EXIT

Figure 9.18—The Permit Comment Menu Screen

To modify a comment from the Permit Comment Menu,

1. Use the **<Up>** and **<Dn>** arrows to highlight **MC—Modify Permit Comment** and press **<Enter>**. The Modify Permit Comment screen appears (see Figure 9.19).

The screenshot shows a terminal window for the MEPPS system. The title bar at the top contains 'Version 12', 'MEPPS — Multiple Entry Point Payment System', and 'STD Mail (A)'. The main area of the screen displays a centered box with the title 'MODIFY PERMIT COMMENT' and a label 'Permit Number:' followed by a text input field. Below this box, the instruction 'Press <Enter> to continue.' is shown. At the bottom of the window, the keyboard shortcuts 'Esc:EXIT' and 'F5:LIST' are displayed.

Figure 9.19—The Modify Permit Comment Screen

2. Enter the permit number of the comment you want to modify, and press **<Enter>**.
 - a. If you do not know the permit number, press **<F5>** to display a list of all permit numbers that have comments.
 - b. Use the **<Up>** and **<Dn>** arrows to highlight the permit number you want to modify, and press **<Enter>**.
 - c. The selected permit number appears. Press **<Enter>** to continue.

The Modify Job Comment screen appears (see Figure 9.20 on the next page).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"> MODIFY JOB COMMENT </div> <div style="border: 1px solid black; padding: 5px;"> Permit Number : 1234567 Comment: PERMIT # EXPIRES 4/15/94 </div> </div>		
Enter required information and press <F8> .		
Esc: EXIT		F8:SAVE

Figure 9.20—The Modify Job Comment Screen

3. Modify the comment and when done, press **<F8>** to save. Upon completion, the Permit Comment Menu reappears (Figure 9.21).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)												
<div style="border: 2px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"> PERMIT COMMENT MENU </div> <div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">CC</td> <td style="width: 5%; border-left: 1px solid black; padding-left: 5px;"></td> <td>Create Permit Comment</td> </tr> <tr> <td style="text-align: center;">MC</td> <td style="border-left: 1px solid black; padding-left: 5px;"></td> <td>Modify Permit Comment</td> </tr> <tr> <td style="text-align: center;">DC</td> <td style="border-left: 1px solid black; padding-left: 5px;"></td> <td>Delete Permit Comment</td> </tr> <tr> <td colspan="3" style="padding-top: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">DC</div> Selection </td> </tr> </table> </div> </div>			CC		Create Permit Comment	MC		Modify Permit Comment	DC		Delete Permit Comment	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">DC</div> Selection		
CC		Create Permit Comment												
MC		Modify Permit Comment												
DC		Delete Permit Comment												
<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">DC</div> Selection														
To make selection, position the bar and press <Enter> .														
Esc: EXIT														

Figure 9.21—The Permit Comment Menu Screen

To delete a comment from the Permit Comment Menu,

1. Use the <Up> and <Dn> arrows to highlight **DC—Delete Permit Comment** and press <Enter>. The Delete Permit Comment screen is displayed (see Figure 9.22).

Version 12 MEPPS — Multiple Entry Point Payment System STD Mail (A)

DELETE PERMIT COMMENT

Permit Number:

Press <Enter> to continue.

Esc:EXIT F5:LIST

Figure 9.22. The Delete Permit Comment Screen

2. Enter the permit number of the comment you want to delete, and press <Enter>.
 - a. If you do not know the permit number, press <F5> to display a list of all permit numbers that have comments.
 - b. Use the <Up> and <Dn> arrows to highlight the permit number you want to delete and press <Enter>. The Delete Permit Comment Permit Number screen appears (see 9.23 on the next page).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
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DELETE PERMIT COMMENT

Permit Number: 1234567

Press **<Enter>** to continue.

Esc:EXITF5:LIST

Figure 9.23—The Delete Permit Comment Permit Number Screen

- c. Press **<Enter>** to delete the comment.

Upon completion of the deletion, the following message appears: “Permit Comment has been deleted. Press **<Spacebar>** to continue.” When you press **<Spacebar>**, the Permit Comment Menu reappears.

Transmit History Files (MTRANS)

After a job is closed, it remains on the computer for seven days. After seven days, the job is ready for transmission via modem to the MEPPS central host computer where it is archived for three years. The procedure to transmit closed jobs should be done on a weekly basis at a time that is convenient for the DMU clerk.

To transmit closed jobs,

1. Return to the Utility Menu.
2. Use the **<Up>** and **<Dn>** arrows to highlight **TR—Transmit History Files** and press **<Enter>** (see Figure 9.24).

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UTILITY MENU

MD	MEPPS Mailer Software to Diskette
TD	BMC/SCF Tables to Diskette
PB	Print BMC Table
PS	Print SCF Table
RJ	Restore Closed Job
SP	Select Printer
CM	Permit Comment Menu
TR	Transmit History Files (MTRANS)
OT	Other Software Applications

TR Selection

To make selection, position the bar and press <Enter>.

Esc:EXIT

Figure 9.24—The Utility Menu Screen

The MEPPS File Transfer Facility screen appears (Figure 9.25).

MEPPS FILE TRANSFER FACILITY

STEP	RESULT
Marking USPS Jobs for Transfer	
Compressing USPS Jobs for Transfer	
Loading Communications Software	
Program Cleanup	

Press any key to continue (ESC to exit)

Figure 9.25—The MEPPS File Transfer Facility Screen

Section 9

3. Press any key to begin transmission.

After each step is completed, the message **Completed** appears in the Result column. If any errors occur during transmission, an error message appears that lists the type of error and a message to call Technical Support.

Upon completion of transmission, the MEPPS Menu reappears.

Other Software Applications

This option is reserved for future development. It is designed to enable execution of other software applications.